



# Info to Go: Grants

Brought to you by the Idaho Commission for Libraries

# About Us

**Jamie Mott –**

**ICfL Grants Officer:**

- Continuing Education Grants
- LSTA/IMLS questions
- Admin & Fiscal questions about all ICfL grants

**Jeannie Standal – School  
Library Consultant:**

- Summer Summit
- School Library Access Grants
- Bucks for Books Grants
- Idaho Battle of the Books (IBOB)

**Kristina Taylor –**

**YS Project Coordinator:**

- Idaho Family Reading Week
- Jump Start Kindergarten
- Outreach for Underserved Children
- Welcoming Libraries Grant

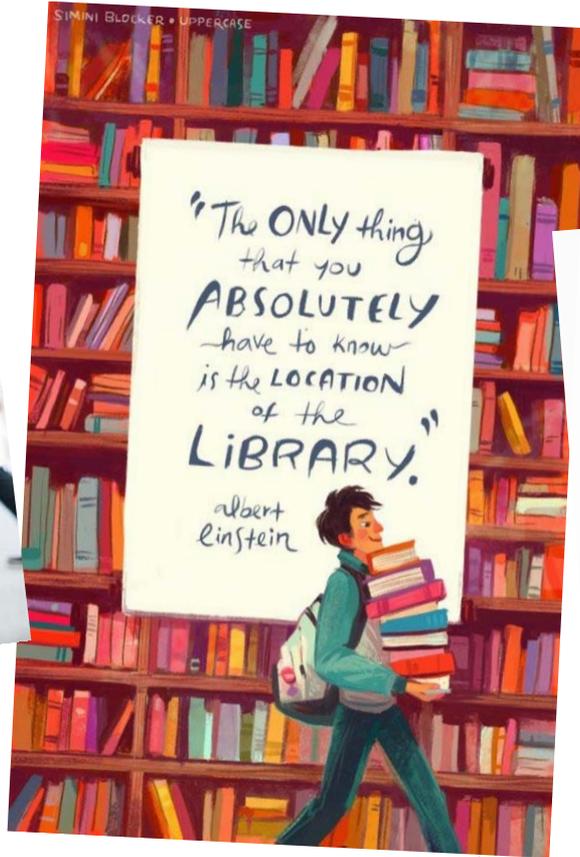
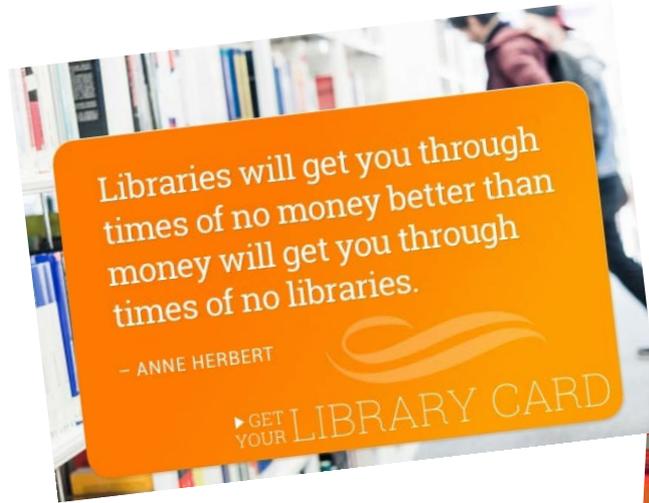
**Annie Gaines – Continuing  
Education Consultant:**

- CE Grants
- Info To Go Webinars
- Library Directors Summit

**Randy Kemp – Program Supervisor**

- Summer Intern Grant
- Community –Library Partnerships

Why we're here...



-Lauren Ward

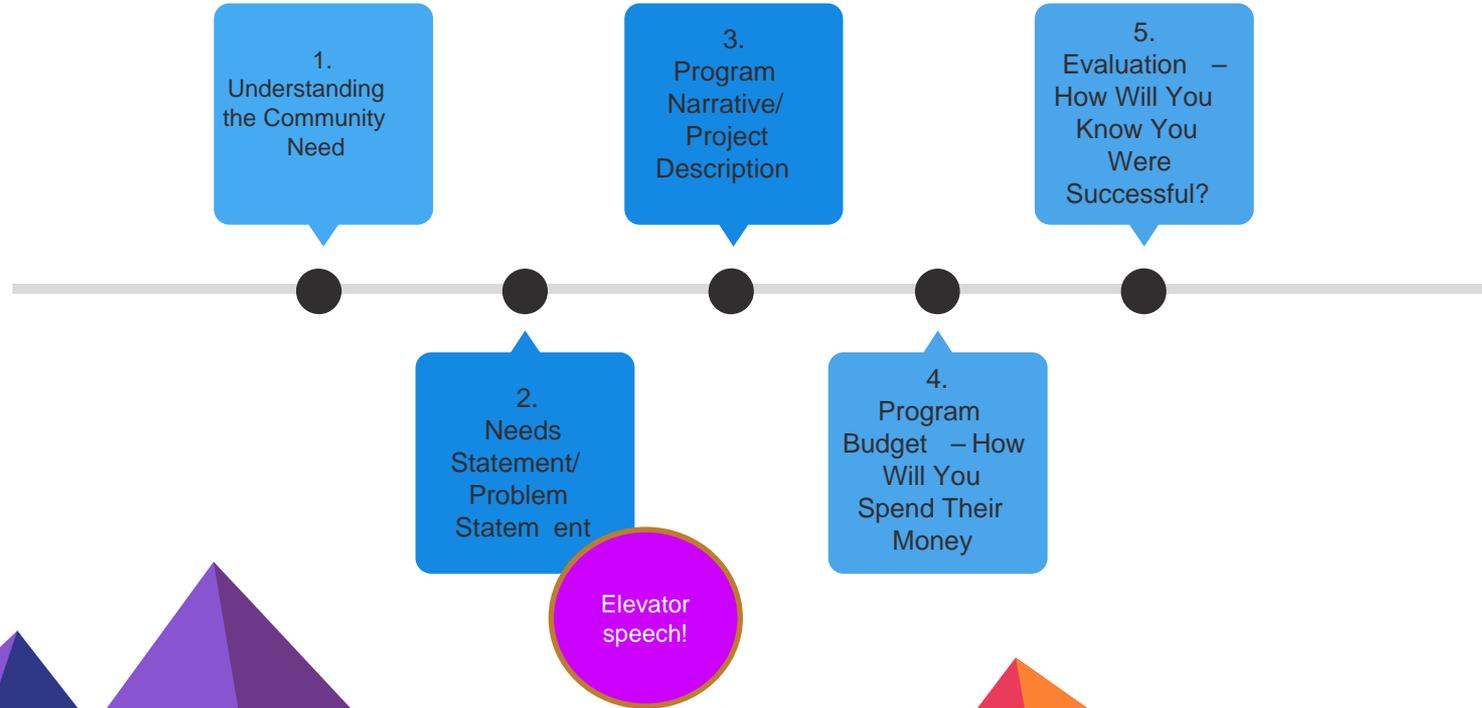


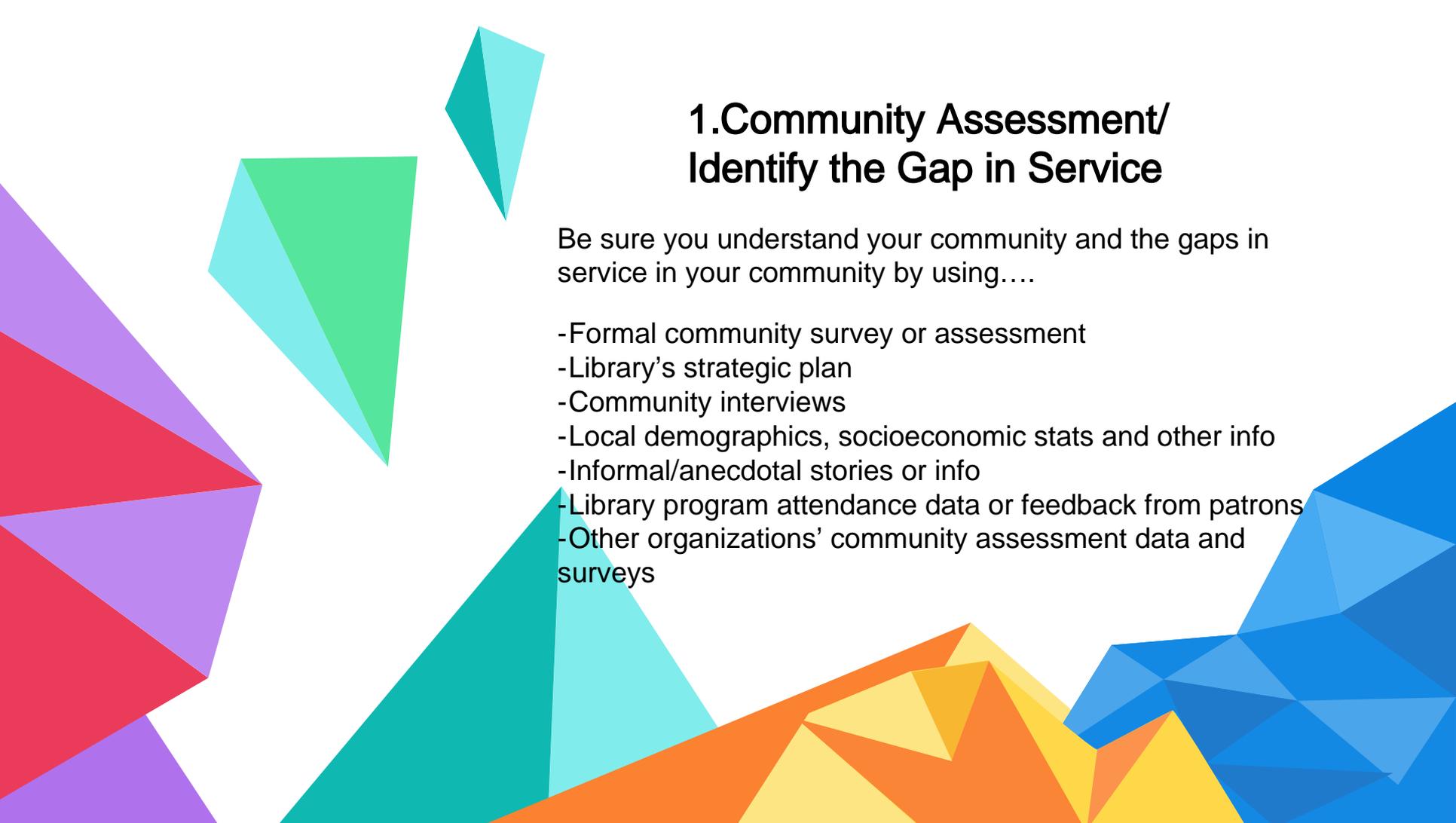
# 1. Basic Grant Components:

- Community Assessment
  - Statistics
  - Gaps in Services
- Needs Statement
  - Why does it matter
  - Supporting Story – make it come alive – the emotional hook
- Project Descriptions/Project Activities
  - Should tie directly to the defined “need”
- Financial Plan/Budget
  - Telling the story through dollars & cents
- Evaluation
  - Qualitative & Quantitative



# Basic Grant Components . . .Timeline





# 1. Community Assessment/ Identify the Gap in Service

Be sure you understand your community and the gaps in service in your community by using....

- Formal community survey or assessment
- Library's strategic plan
- Community interviews
- Local demographics, socioeconomic stats and other info
- Informal/anecdotal stories or info
- Library program attendance data or feedback from patrons
- Other organizations' community assessment data and surveys



## 2. Needs Statement/ Problem Statement

Begin with....the Elevator Speech:

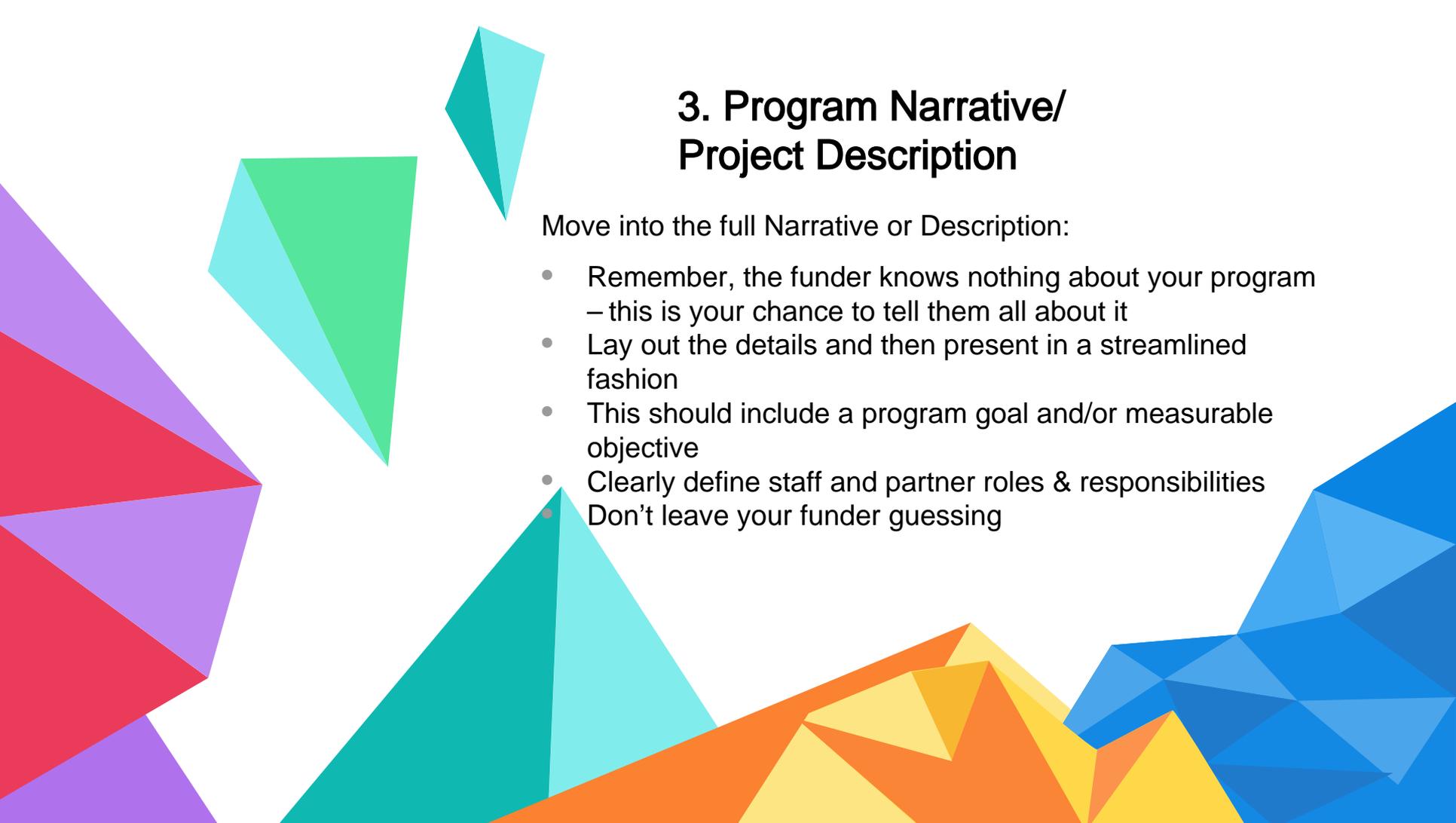
- What you plan to do with their money and why it matters
- What event/activity, for who, on what timeline, with which partners, because why.

Build on the elevator speech and craft your needs statement:

Why this project is necessary?

Ideally, this should have two parts:

- a) statistics to support the need and paint a clear picture of why you are asking;
- b) compelling emotional hook providing a reason to make the rational decision to give.



### 3. Program Narrative/ Project Description

Move into the full Narrative or Description:

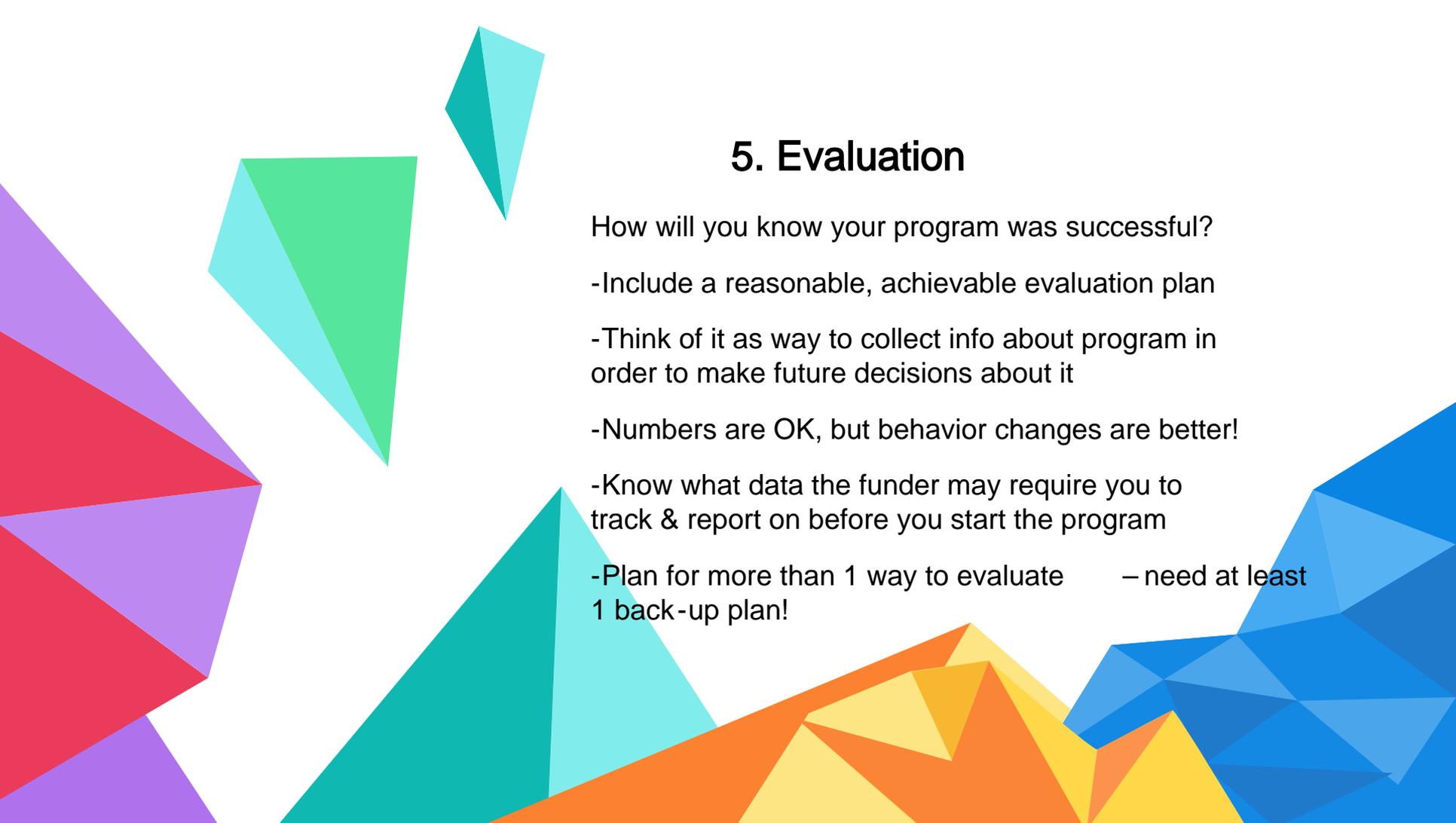
- Remember, the funder knows nothing about your program – this is your chance to tell them all about it
- Lay out the details and then present in a streamlined fashion
- This should include a program goal and/or measurable objective
- Clearly define staff and partner roles & responsibilities
- Don't leave your funder guessing



## 4. Budget/Financial Plan

Telling your program story in dollars and cents....

- Everything in your budget should be supported by a proposed program activity and vice versa...
- Double check your numbers....do they add up?
- Numbers that don't match say something to the funder.



## 5. Evaluation

How will you know your program was successful?

- Include a reasonable, achievable evaluation plan
- Think of it as way to collect info about program in order to make future decisions about it
- Numbers are OK, but behavior changes are better!
- Know what data the funder may require you to track & report on before you start the program
- Plan for more than 1 way to evaluate – need at least 1 back-up plan!

## 6. Other Grant Tips

- Create a “Cheat Sheet”: 1 -2 page summary of all grant components – a boiler plate for future grant applications or to use as an internal communication tool for staff and board members to get everyone on the same page
- 1<sup>st</sup> Deadline – create a self -imposed, false deadline of 1 -2 weeks before true deadline. Sending in an express mail delivery to grantor does not instill confidence
- Proofing the Grant – Ask at least 2 coworkers to proof your proposal. Best if 1 is not connected or familiar with the program
- 2<sup>nd</sup> Deadline - Add report deadline to your calendar – ALL your calendars – don’t make them chase you for a report!
- Don’t forget to report and thank....even if not required.
  - Photos, updates, invites to see program in action

## Quick Overview



### Do

- Read ALL instructions and information
- Be clear and concise
- Spell - and grammar - check
- Check financials
- Ask us or other funders questions
- If application screening is provided, take advantage



### Avoid

- Assuming grant readers know anything about your project
- Using jargon, acronyms or other specialized language without definition
- Equating long answers with being good answers



## 7. Grant Resources

“Getting the Grant 101: The Essentials” by the Grantsmanship Center – see the bottom of home page: <https://www.tgci.com/>

Grant Station – discount program for grant research for public libraries: <https://www.techsoup.org/grantstation>

Grant Space – the Foundation Center’s learning community for the social sector: <https://grantspace.org/>

Funding Information Center at Boise Public Library – free access to the Foundation Online Directory – Level 5:  
<http://www.boisepubliclibrary.org/research/nonprofits/>

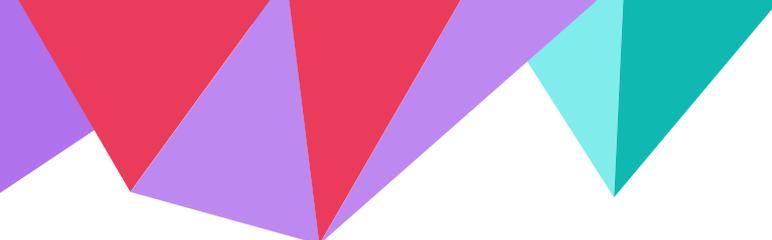
## 7. Grant Resources (cont'd)

Idaho NonProfit Center – Free and fee -based webinars and training:  
<http://www.idahononprofits.org>

Library Grants from ALA (some are historical only):  
<http://www.ala.org/awardsgrants/awards/browse/grnt?showfilter=no>

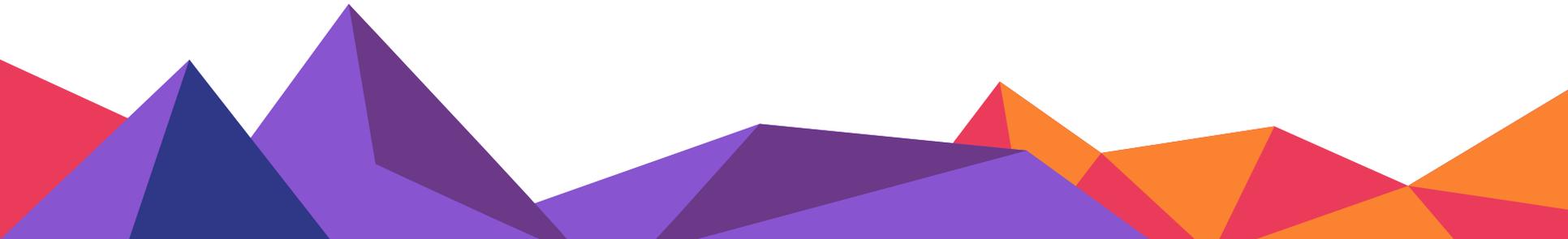
ALA's Programming Librarian website –  
see “Grants and Fundraising” topic:  
<http://www.programminglibrarian.org/ideas/topic?topic=1524>

Kindergarten Readiness Challenge (a toolkit with community  
assessment resources): <https://libraries.idaho.gov/rtm/read-to-me-resources/>



# Questions ?

Does anyone have any questions  
on the content so far?



## ICfL-specific grants:

ICfL has several grant opportunities per year for public, academic, school and special libraries...

Today we will review our open grants...

- Summer STEM Grants
- Continuing Education Grants
- School Library Access Grants
- Underserved Children: Welcoming Libraries Grant (new!)

Other ICfL grants, to be open later in the year...

- Kindergarten Readiness Grants
- Summer Intern Grant
- Idaho Lottery Bucks for Books Program



## Summer STEM Grants:

**Funding amount:** \$500 (first come, first served)

**Grant Goal/Objective:** Increase access to engaging STEM activities during the summer months

**Timeline to Apply/Implement/Report :**

- Apply:** Jan. 1 – Feb. 15
- Implement Summer STEM Programs:** May 1 – Aug. 1
- Submit Report:** Sep. 15

**Contact info:** Jennifer Redford [jennifer.redford@libraries.idaho.gov](mailto:jennifer.redford@libraries.idaho.gov)

**Program url:** <https://libraries.idaho.gov/stem/summer-stem/>

This grant is made possible through funding from the Idaho STEM  
Action Center

Summer STEM  
grant activity  
photos 2019!



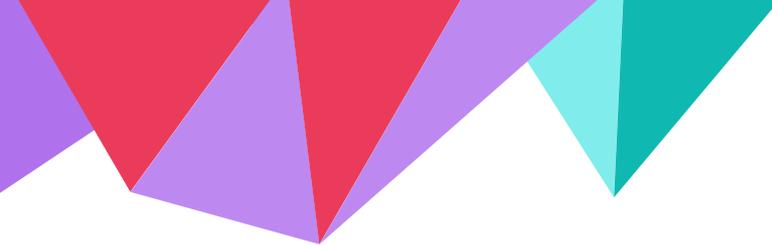
Exciting chemical  
reactions!



Fun with  
water  
beads!



Phases of  
the Moon!



# Questions...

...on Summer STEM Grants?



## Summer Intern Grant:

**Funding amount:** \$1,000 (up to 10 awards; competitive application)

**Grant Goal/Objective:** a diverse intern considers work in the library field as a viable career option and deepen workplace skills

**Timeline to Apply/Implement/Report** :

- Apply:** February 26, 2020
- Intern works:** May – September, 2020
- Submit Report:** September 1, 2020

**Contact info:** Randy Kemp [randall.kemp@libraries.idaho.gov](mailto:randall.kemp@libraries.idaho.gov)

**Program url:** <https://libraries.idaho.gov/summer-intern-grant/>

Summer Intern  
Grant photos 2019!

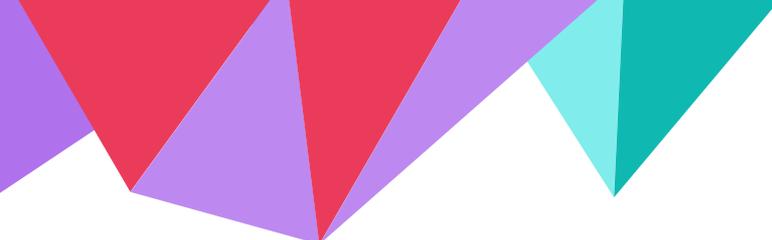


Challis  
Intern

Lemhi County  
Intern

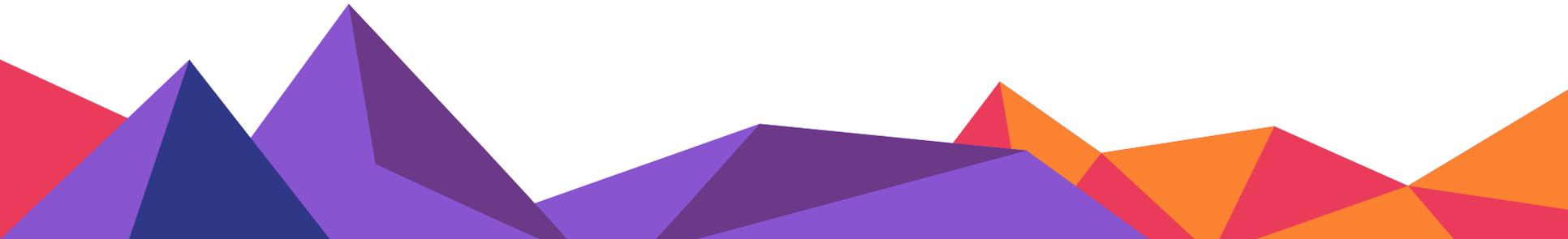


Donnelly  
Intern



# Questions...

...on Summer Intern Grant?



# Underserved Children: Welcoming Libraries Grants (WLG):

New grant! Replacing Día micro -grant.

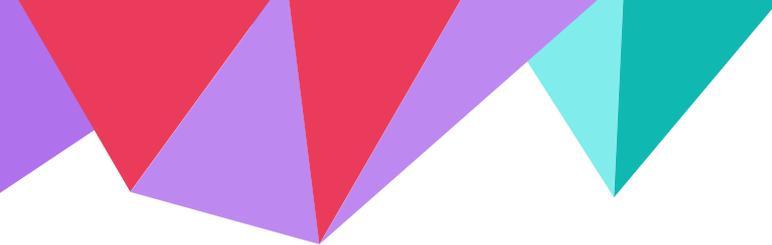
Funding amount: In FY20, ICfL will award up to 14 grants of \$500 each

Grant Goal/Objective: Welcoming Libraries Grants will focus on activities which improve equity, diversity and inclusion in Idaho libraries and better serve the community's underserved groups of children.

Timeline to Apply/Implement/Report: Open now. Jan 1- 31, 2020. Grant award decisions made by Feb 15<sup>th</sup>. Implement grant activities from March 1 – May 31, 2020. Report due by June 1, 2020.

Contact info: [kristina.taylor@libraries.idaho.gov](mailto:kristina.taylor@libraries.idaho.gov)

Program url: <https://libraries.idaho.gov/rtm/welcoming-libraries/>



# Questions...

...on Welcoming Libraries Grants?



# Continuing Education (CE) Grants: 1<sup>st</sup> Time Conference Grants

Funding amount: \$250 -900

Grant Goal/Objective:

Provide the opportunity for library staff to attend regional or national library conferences for the first time which fulfill an identified professional development need for the participant and their role in the library.

Timeline to Apply/Implement/Report:

Apply at least 30 days before event

Request reimbursement within 30 days after event

Report 6 months after event

Contact info: [annie.gaines@libraries.idaho.gov](mailto:annie.gaines@libraries.idaho.gov)

Program url: <https://libraries.idaho.gov/continuing-education/ce-grants/>

# Continuing Education (CE) Grants: Library Science Course Grants

Funding amount: \$250 -1,000 (25% match required)

Grant Goal/Objective:

Support the achievement of an MLS or other library certification which requires formal education. It cannot be used for non-library related courses or degrees.

Timeline to Apply/Implement/Report:

Apply at least 30 days before event

Request reimbursement within 30 days after event

Report 6 months after event

Contact info: [annie.gaines@libraries.idaho.gov](mailto:annie.gaines@libraries.idaho.gov)

Program url: <https://libraries.idaho.gov/continuing-education/ce-grants/>

# Continuing Education (CE) Grants: Leadership Development Grants

Funding amount: \$250 -1,000 (25% match required)

Grant Goal/Objective:

Supports a library employee to attend university or college-level leadership development courses or activity provided by Idaho institutions or organizations to build leadership capacity of library staff so they can better serve their communities.

Timeline to Apply/Implement/Report:

Apply at least 30 days before event

Request reimbursement within 30 days after event

Report 6 months after event

Contact info: [annie.gaines@libraries.idaho.gov](mailto:annie.gaines@libraries.idaho.gov)

Program url: <https://libraries.idaho.gov/continuing-education/ce-grants/>

# Continuing Education (CE) Grants: Group Training Grants

Funding amount: \$500 -5,000 (25% match required)

## Grant Goal/Objective:

Provides the opportunity for library staff to receive group training on a specific topic. Training may include bringing a trainer to the library or sending several participants to a training event or conference.

## Timeline to Apply/Implement/Report:

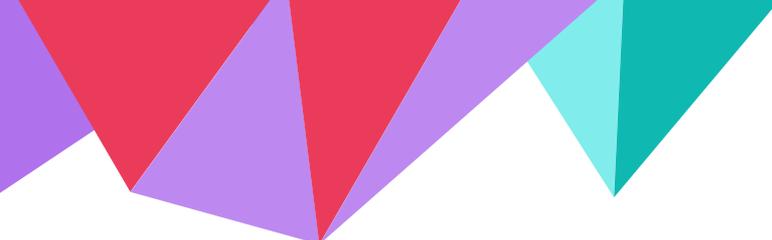
Apply at least 30 days before event

Request reimbursement within 30 days after event

Report 6 months after event

Contact info: [annie.gaines@libraries.idaho.gov](mailto:annie.gaines@libraries.idaho.gov)

Program url: <https://libraries.idaho.gov/continuing-education/ce-grants/>



# Questions...

...on Continuing Education Grants?



# School Library Access (SLA) Mini -Grants: Round 1

Eligible elementary schools have never received an SLA Mini -Grant

Funding amount: \$1,000-\$5,000

Grant Goal/Objective:

1. Increase the amount of reading done in the homes of children in developmental PreK, kindergarten, and first grade;
2. Increase access to age-appropriate, high-quality, nonfiction and fiction titles in elementary school libraries; and
3. Increase the number of children reading on grade level.

Timeline to Apply/Implement/Report:

Application closes April 3, 2020

Mini-Grant is implemented August 3, 2020 to April 16, 2021

Contact info: [jeannie.standal@libraries.idaho.gov](mailto:jeannie.standal@libraries.idaho.gov)

Program url: <https://libraries.idaho.gov/school-libraries/elementary-school-grants/>

## School Library Access (SLA) Mini -Grants: Round 2

Eligible elementary schools have received a successfully implemented SLA Round 1 Grant.

Funding amount: \$1,000-\$5,000

Grant Goal/Objective:

1. Increase the amount of reading done in the homes of Idaho's elementary school students;
2. Increase access to age-appropriate, quality, nonfiction and fiction titles in elementary school libraries;
3. Increase the number of children reading on grade level; and
4. Increase school libraries' financial support from their school districts.

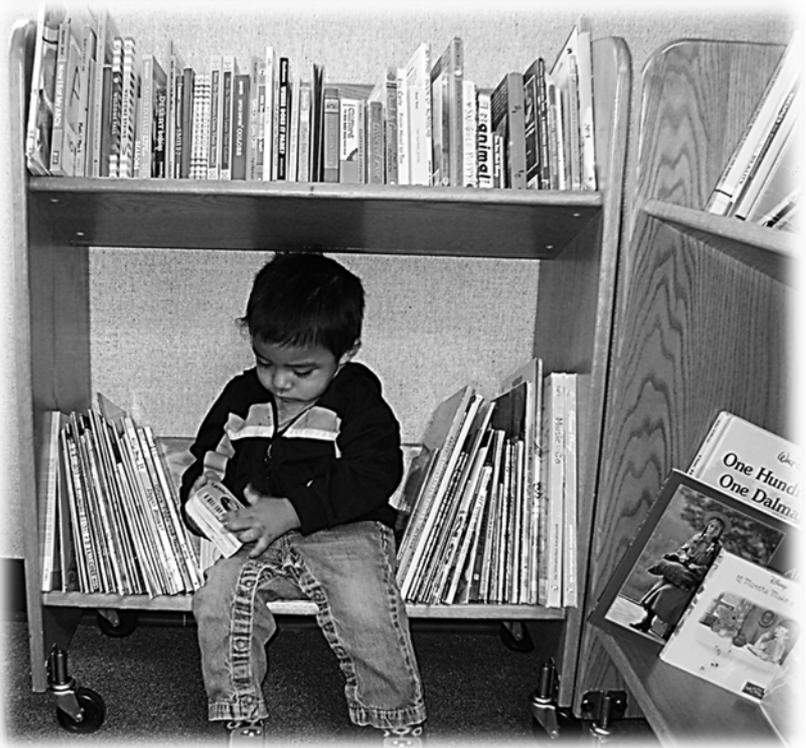
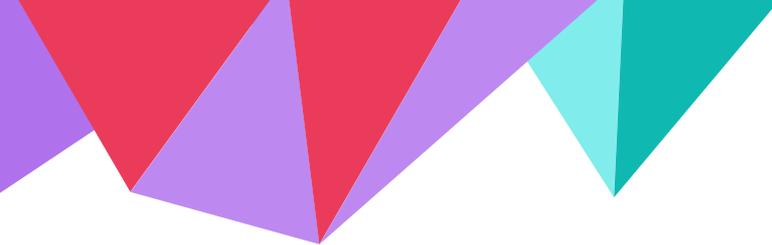
Timeline to Apply/Implement/Report: same as Round 1

Contact info: [jeannie.standal@libraries.idaho.gov](mailto:jeannie.standal@libraries.idaho.gov)

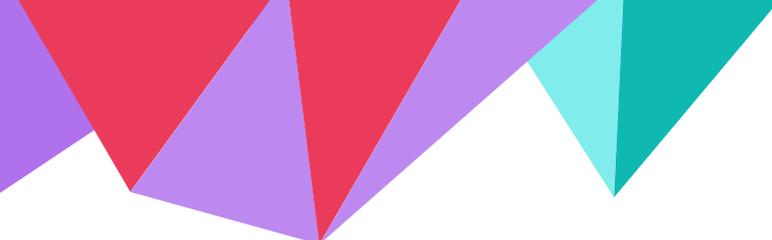
Program url: <https://libraries.idaho.gov/school-libraries/elementary-school-grants/>

### Special requirements:

- Round 1 grant was received 3 or more years ago
- A 25% match for the school library



Taft Library

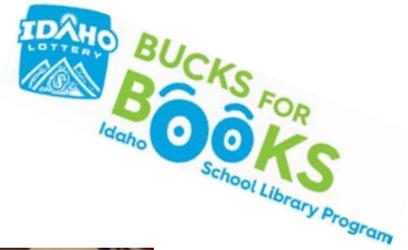


# Questions...

...on School Library Access Grants?



# Idaho Lottery Bucks for Books Program



Next fall watch  
for information  
about the 2020 -  
2021 Bucks for  
Books program!





# Last chance for questions...

Does anyone have any questions  
for any of our presenters today ?



# Presenter Contact Info

Call ICfL at (208) 334 -2150 and or email us below:

[jamie.mott@libraries.idaho.gov](mailto:jamie.mott@libraries.idaho.gov) – Grants Officer/General/All Grants

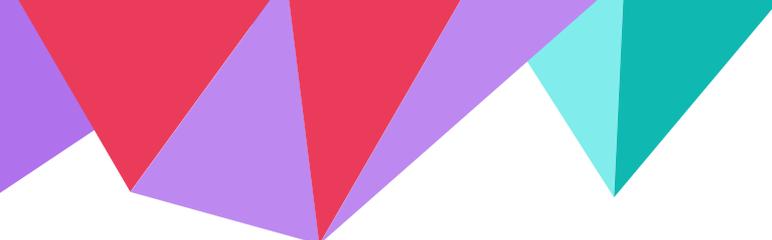
[kristina.taylor@libraries.idaho.gov](mailto:kristina.taylor@libraries.idaho.gov) – Welcoming Libraries Grant

[jeannie . standal@libraries.idaho.gov](mailto:jeannie.standal@libraries.idaho.gov) – School Library Access Grants

[annie.gaines@libraries.Idaho.gov](mailto:annie.gaines@libraries.Idaho.gov) – Continuing Education Grants

[jennifer.Redford@libraries.Idaho.gov](mailto:jennifer.Redford@libraries.Idaho.gov) – Summer STEM Grant





The most important asset of any library goes home at night – the library staff.

–Timothy Healy