ICfL Idaho
Commission
for Libraries

WELCOMING
LIBRARIES GRANT
— FOR —
UNDERSERVED
CHILDREN

Welcoming Libraries Grant Application FY22

(Open Nov 1 - Nov 30)

Please Note: If approved for funding, this grant application will also serve as the contract/grant agreement for each grantee. (See Section IV b. below for details.)

I. Abbreviated Grant Overview

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.

For complete grant overview, please see the grant program page at: https://libraries.idaho.gov/rtm/welcoming-libraries/

II. Grant Goals

1. To increase school and public libraries' understanding of the specific communities they serve, gaps in their services, and how the library can help address these gaps.

2. To increase the amount of equity, diversity, and inclusion (EDI) resources a school or public library has available and ensures they are easily accessible.

3. To help library patrons find library resources that both reflect their experiences (mirrors) and that teach them about those who are different from themselves (windows);

4. To support school and public library staff as they work to make their library spaces more welcoming and accessible to all; To better serve underserved children with diverse, equitable and inclusive books, programming, and resources.

III. Grant Eligibility

- Idaho public and school libraries serving children ages 0-18 may apply for grant funds.
- Target audience for all allowable grant activities is children ages 0-18.
- Applying school libraries must have at least a part-time librarian and the school librarian must be the main implementer of the grant and its activities.

IV. a) Grant Requirements

Approved grant applicants will:

- Participate in a post-award webinar for approved applicants in December 2021 to review resources and ask questions of ICfL staff and/or other library grantees.
- Complete a minimum of 1 Continuing Education course on diversity, equity, and inclusion (EDI) in libraries via any library-related educational venue, including but not limited to: ICfL's free NICHE Academy/Welcoming Libraries site, Library Juice, Info People, Library Journal, ALA, etc. Course must be completed at the start of the grant period, by Feb/ 15, 2022, to help inform their grant activities and expenditures.
- Implement and complete approved grant activities from January 1, 2022 – April 30, 2022.
- Work with a community partner (organization or individual) to implement grant activities.
- Spend all grant funds by April 30, 2022.
- Complete and submit a final grant report by April 30, 2022.

IV. b) Grant Requirements

In an effort to streamline the process for micro-grants, this grant application will also serve as a contract/grant agreement for the selected libraries. You will receive an official award letter if selected.

This program is brought to you by the Idaho Commission for Libraries and was made possible, in part, by the Institute of Museum and Library Services grant number LS-249959-OLS-21.

Please review the following agreements and select all to which you can comply. **Note, if you cannot agree to all of these statements, please be aware that your library/school will therefore not be eligible to apply for these grant funds.** If you have questions about these

statements or need additional information about the federal assurances, please contact Kristina Taylor, Project Coordinator, or Jamie Mott, Grants Officer.

Check the boxes that apply below: *

☐ By applying to this grant, the Library/School agrees to meet the program requirements outlined above and published on the ICfL website at: https://libraries.idaho.gov/rtm/welcoming-libraries/.

☐ By applying to this grant, the applicants' legal entity agrees to expend funds received for the purposes outlined in the application.

☐ By applying to this grant, the Library/School agrees to comply with the federally mandated assurances enumerated in the Civil Rights Certificate, Debarment/Suspension Certificate, Lobbying Certificate, Uniform Grant Guidance 2 CFR Part 200 -Subpart E, and are compliant with the Idaho Commission for Libraries' LSTA eligibility requirements – IDAPA 30.01.01 - as they relate to the acceptance and use of funds for this Federally-assisted project, including but not limited to, the Library Services and Technology Act and governing regulations. (Please see full text of the federal certificates found at: https://libraries.idaho.gov/wp-content/uploads/Federal-Certification-Forms-added-Lobbying.pdf)

☐ I certify that I have the authority to submit this application on behalf of the Library/School.

☐ I certify that the statements herein are true, complete and accurate to the best of my knowledge.

☐ I certify that my Library/School will maintain grant records and receipts for three years after the end of the grant period. Grant period will end on April 1, 2021. Records must be available upon request.

Applicants will be ranked using a scoring rubric. The maximum number of points is 50. Application questions with associated points are marked below.

III. Application

If you are applying as a public library, please choose the public library and branch for which you are submitting this application.

[⌄]

If you are applying as a school library, please list your school and school district name:

[   ]

Contact Name: *   **Contact Phone** *

[   ] [   ]   [   ]

First Name   Last Name

Contact Title *

Contact E-mail *

ex: myname@example.com

example@example.com

Is the primary contact listed above also the primary staff member who will implement the grant?

◯ Yes

◯ No

Authorizing Official Name (your Library Director/Branch Manager/or School Principal as most applicable) (Note: this person will receive a copy of the submitted grant application at the email address listed below) *

First Name   Last Name

Authorizing Official E-mail *

ex: myname@example.com

example@example.com

Library/School Mailing Address *

Street Address

City   State / Province

Postal / Zip Code

A total of 100 points will be awarded for answering the following grant questions. Assigned point value is noted at the start of each question.

(Up to 25 points) Discuss why your library wants to receive an "Underserved Children: Welcoming Libraries Grant" and what your library has done to prepare for this opportunity. What EDI-related continuing education class/workshop/training did you take and what did you learn from it? Why is your library ready and/or eager to conduct this work? *

(Up to 15 points) What barriers currently exist in your community for particular groups or sub-groups of children (0-18) to access or utilize library information, resources, or services? *

Grantees shall engage in one or more of the following activities:

1. Conduct a full or a partial community assessment and/or gather information about the community they serve by other means, such as focus groups and/or community interviews, in order to gain a better understanding of those they serve, those who are going underserved, and to ensure all viewpoints/experiences are represented in the library collection, programming and resources; Explore different types of diversity in your community.

2. Conduct a Collection Diversity/Inclusion Audit of all or a portion of the library's collection for children ages 0-18, resulting in targeted collection purchasing for real world representation and promotion of these new resources; (an understanding of the community your collection should serve must be understood or furthered before engaging in this activity); This may also include a marketing and display audit.

3. Conduct a Storytime Diversity/Inclusion Audit of all or a portion of the library's storytime curriculum, resulting in targeted or updated storytime programming, resource purchasing, and promotion; (an understanding of the community your storytime program should serve must be understood or furthered before engaging in this activity);

4. Create or modify current children's programming to accommodate for the needs of every user. This could be adding a Sensory Storytime or offering a special hour of adaptive event programming (fewer people, quieter music and subdued lighting) before the main event, or other programming to meet the neurodevelopmental or cognitive needs of your 0-18 patrons.

5. Improve the accessibility of the library's physical space and/or virtual space to make the space, information and programming accessible for people with disabilities. This may include

the purchase of special assistive equipment or technology, updated library signage and/or a revamp of your virtual programming or website to make it more accessible.

6. Offer EDI professional development for library staff, for example: to improve their understanding of the broad and diverse types of disabilities and how they impact the way people use the library and its resources, to improve their understanding of diversity and inclusion and how personal bias, background and beliefs impact collection development, program planning, and library services promotions/marketing. This may include the purchase of library professional development courses, speakers, training, or staff development books. There are several free options available on the grant page if a library wants to offer professional development but does not want to spend grant funds for this purpose.

(Library policy work is also considered an acceptable grant activity and can be incorporated into any of the above grant activities for no cost.)

ALL PARTICIPATING LIBRARIES MUST:

·   Conduct an analysis or thoughtful review of current promotion practices of library resources/programming and a plan to improve the way in which diverse and inclusive books, programs, equipment and other library resources are promoted, displayed, and made available inside and outside of their library in order to increase their ease and frequency of use.

·   Complete a minimum of 1 Continuing Education course on diversity, equity, and inclusion (EDI) in libraries. Course must be completed at the start of the grant period, by February 15, 2022, to help inform the library's grant decisions, activities, and expenditures. The EDI course can be free or fee-based and can be presented by a variety of library-related organizations such as Library Juice, Info People, ALA, Library Journal, ICfL's NICHE Academy, etc. Grant funds can be used to pay for an EDI related workship or training. Currently, the following courses on equity, diversity, and inclusion are offered for free on ICfL's Niche Acadamy/Welcoming Libraries site:

- "Diversity, Equity, and Inclusion 101: Understanding the Basics"
- "Conducting a Diversity Audit"
- "Web Accessibility for Libraries – Part 1: Identify Your Library's Strengths and Weaknesses"
- Web Accessibility for Libraries – Part 2: The Art and Science of Creating Alt Text"
- "Web Accessibility for Libraries – Part 3: Linking Practices"
- "Diversity, Equity, and Inclusion in Library Imagery"
- "Celebrating Inclusion and Diversity in Storytime"
- "Serving LGBTQIA+ Youth in Your Library"
- "Before Bilingual Storytime"
- "Bilingual Storytimes: Reaching Through the Language Barrier"
- "Serving Individuals with Autism"
- "Diversity, Equity, and Inclusion in Makerspaces"
- "Using Universal Design to Make Your Library More Accessible and Inclusive"

(Up to 35 points) Please describe your library's plan to implement one or more of the six (6) allowable grant activities (as described above). Discuss in detail EACH activity you plan to undertake and key steps to implement these activities. *

(Up to 10 points) Describe your plans to partner with an organization and/or individual to effectively conduct this work and ensure the library is meeting the diverse needs of your community. *

(Up to 10 points) Based on the grant activities you have proposed, what would success look like for your library at the end of the grant period? What indicators of success would your library be watching, measuring and evaluating? *

I am aware that the following items are allowable grant expenses when supported with clear grant activity and implementation plans: *

☐ Regardless of the grantees focus, only up to 70% ($700) of the grant can be spent on diverse and/or inclusive books for the library's collection. The other 30% ($300) of each grant shall be spent on supporting expenses besides books, such as: supporting materials/manipulatives/supplies, display or promotional materials, assistive technology, equipment, or supplies, professional development expenses for your EDI efforts, etc. (This is not an exhaustive list of allowable items. Applicants should contact the project coordinator if they are unsure that their proposed idea/expenditure is allowable.)

☐ Some furniture will be considered allowable and some will not; In general, furniture is an allowable expenditure if it is specifically needed to serve a certain group of children/patrons who do not currently have the equipment they need to access library services;

☐ Grant related library displays, equipment and/or materials, etc. which are directly related to EDI grant activities;

☐ Assistive technology, equipment and supplies to serve children with a disability (i.e. headphones for children on the autism spectrum will be considered allowable as related equipment.)

☐ Promotional flyers, materials and marketing to help community become aware of diverse and

☐ Promotional flyers, materials and marketing to help community become aware of diverse and inclusive resources;

☐ Diverse artwork, posters, signs, or bookmarks, visual supports for storytime, signage, sensory kits, etc. to create a welcoming space in the library for all users;

☐ Professional development books, webinars or in-person fees to guide library staff in a process or in learning new information relevant to EDI and grant activities – i.e. ALSC webinars

I am aware that the following items are NOT allowable grant expenses: *

☐ Food and Beverages;

☐ Construction;

☐ Some furniture will be considered allowable and some will not; In general, furniture is an allowable expenditure if it is specifically needed to serve a certain group of children/patrons who do not currently have the equipment they need to access library services;

☐ Computers, iPads, other Electronic Devices, and Electronic Equipment are only allowable if they are considered assistive devices/technology/equipment and will be used to serve a child with a disability (which includes but is not limited to physical, sensory, cognitive, intellectual, or developmental disabilities, chronic conditions, and mental illnesses), a child with a language barrier, or by their caregiver to help them access library information, programs, or resources.

☐ No more than 70% of funds can be spent on library books as it is not the intent of the grant to primarily fund collection development efforts. Note: ICfL cannot foresee all possible grant activity and expenditure scenarios and it is possible there are exceptions to this rule. Please contact the project coordinator if you are unsure if your proposed idea/expenditure is allowable or you want to discuss an exception to this expenditure rule.

☐ An Integrated Library System is not allowable. Other EDI-related software may be allowable. Please contact the project coordinator to discuss any proposed grant activities that are software related.

(Up to 5 points) Please provide a rough estimate of how you think you will spend your grant funds and in which of the following IMLS-defined spending categories. You will not be tied to spending your funds this way but it will help us to better understand your project to see these estimated expenditures and how they match with your proposed activities.

	Estimated Amount	Item Description
Consultant Fees (speaker fees for a group EDI training)		
Supplies/Materials (books, posters, bookmarks, promotional material, specialty equipment or furniture)		
Services (translation or closed captioning services, web accessibility services, workshop/training course fees)		
Indirect Costs (also known as overhead costs or general/admin costs to run the grant)		

Note About End of Grant Reporting:

The Welcoming Libraries Grant is funded in part by the Institute of Museum and Library Services (IMLS) and as such, ICfL must evaluate the program with specific project evaluation questions. Please be prepared to answer the following questions on a Likert scale (Strongly Agree, Agree, Disagree...etc.) on your grant summary report at the end of the grant period:

- I learned something by participating in this library activity.
- I feel more confident about what I just learned.
- I intend to apply what I just learned.
- I am more aware of resources and services provided by the library.
- I am more likely to use other library resources and services.

Thank you!

V. Application Certification/Signature

By typing your name in the box below, you are electronically signing this document and certifying that all the information provided on this application is true and accurate to the best of your knowledge. After signing, click the Submit Button and a copy of this application will be emailed to you and the second email entered in this form.

Applicants will be notified of their grant status between November 16, 2020. Grantees can anticipate receiving grant funds by approximately December 1, 2020.

If you have any questions about this program or your application, please contact Kristina Taylor at the Idaho Commission for Libraries, (208) 639-4136 or (800) 458-3271 or at kristina.taylor@libraries.idaho.gov.

Electronic Signature (type your name in the box below)   *

Submit Application