MEMBER LIBRARY APPLICATION
2016-2019 Adult Literacy Grant

2018-2019 Application - Year Three

GRANT TIMELINE
- **Grant applications are due to MVLS on Friday, July 13, 2018.** Please submit coversheet, application and contract if applicable via email to lgordon@mvls.info.
- The grant period **begins July 1, 2018 and ends June 30, 2019**.
- All grant activities must be completed by **June 30, 2019**.
- Final reports **must be** received by MVLS by **Wednesday, July 10, 2019**.

PURPOSE
For the 2018-2019 Adult Literacy Grant, MVLS will receive approximately $5000 for services focused on improvement of adult literacy and enhancement of workforce skills for people 16 years of age or over, who are not in school. MVLS will offer mini-grants for these projects so each library can configure the project to fit their needs.

There must be a partnership with another organization: not-for-profit, community agency, school, college or other group that will provide programming, education or instruction, offer funding, or promote or work with the library to enhance the project.

Eligible for funding:
- o Job skills- computer classes
- o Job seeking strategies
- o Soft Job skills such as interviewing techniques, resume writing, etc.
- o Entrepreneurial topics (starting businesses)
- o Adult literacy for Basic English and ESOL
- o Citizenship information
- o Information on career development
- o Education and training for library staff

Expenses eligible for funding:
- o Library materials for adults over 16
- o Equipment and supplies
- o Publicity
- o Project-related travel to off-site activities
- o Evaluation and publication of a report for project replication
- o Other purposes directly related to project success
- o Contracts for project services * (see below)

Expenses ineligible for funding:
- o Personnel costs such as salaries and benefits
- o Replacing operating funds already used to support ongoing programs and services
- o Building modifications, construction or renovation
- o Overhead and administrative costs

* Current staff can carry out grant activities but these activities must be outside of their regular hours if you are paying them from this grant. For this option or any agreement with payment to a third party, draw up a letter of agreement with the hours covered, number of hours in total, responsibilities, and rate of pay and submit with the grant application. A specific person does not need to be included now.

LIBRARY RESPONSIBILITIES
Libraries must partner with at least one of the groups mentioned above. A partner agreement will be provided so libraries can have a record of agreed upon activities.

- Keep and send statistics to MVLS and implement project activities in a timely manner
- Evaluate results using outputs and inputs (see below)
- If offered, participate in continuing education pertaining to the grant
- Libraries with several branches must have one person coordinating all activities who will be the contact person and who will be responsible for reporting to MVLS
- Use the following credit on all products created totally or in part with grant funds, *regardless of format or method of distribution*:

"This publication (product) was supported by (or "in part by") funds from the New York State Library's Adult Literacy Library Services Program."

DETERMINATION OF AWARDS
The Outreach Advisory Council will evaluate the grant applications. Libraries can apply for up to $5000 per year. This amount is approximate since it will be dependent on the number of applications received, as well as, the final funding received from NYS.

Funds will be provided on an annual basis. Libraries may apply each year of the grant cycle. Funding will be provided as follows: 90% at beginning of grant period and 10% when the final report is submitted.

Please contact me with any questions. If you are unable to find a partner but are interested in the grant, please call me. Lois Gordon, lgordon@mvls.info, 355-2010 x 233.

APPLICATION FOR PREVIOUS GRANTEES
A modified application is listed below for those libraries who have received funding in a previous year and who wish to continue the same project in years two or three. New projects will require a new application.

NEW APPLICATION FOR YEAR THREE
Applications should be a maximum of 2 pages. Please be succinct but include enough information to make your point. Use bullets where possible.
- *Coversheet* - Supplied

- *Abstract* (150 word maximum) - An overview of the project, target population to be served, and site of activities. Please include a list of project partners and the amount requested.

- *Statement of Need* - State the problem. How was the need determined?

- *Project Description*
    - --Discuss goals, activities, and promotion for this project.
    - -- What is the role of your partner(s)? Please include the organization name, personal contact, phone and email at the bottom of this section.
    - --How could you modify this project if full funding is not received?

- *Project Evaluation* – The final report is included so you can consider the information that should be collected. How will the grant be evaluated? You must include:
    - --<u>Outputs</u> - direct program products like number of programs presented, number of participants, etc. Outputs are typically quantitative and are measured in numbers.

    - --<u>Outcomes</u> are changes in the target population's skills, attitudes, knowledge, or behavior as a result of the project. Outcomes focus on ways to measure changes - e.g. pre- and post- tests, questions about progress an individual may feel. Anecdotes are also included here.

    - We encourage you to use Project Outcome, PLA's free outcome based evaluation format. www.projectoutcome.org It is an easy and quick way to tally evaluation results and provides analytics for meaningful information about your library's programming.

- *Budget Narrative* - Provide a narrative which explains the expenditures of this project. Include an estimate of in-kind services that the library is providing but not being reimbursed for. This can include fixed costs such as electric, maintenance of your building, staffing costs, refreshments, etc. Be sure to include any letter of agreement with third-party providers. **Changes to the budget after the grant is funded, need to be approved by MVLS**.

APPLICATION FOR PREVIOUS GRANTEES OF YEAR ONE OR TWO
Application should consist of: Coversheet, Abstract, Project Description as described below, Project Evaluation and Budget Narrative. Omit statement of need.
- *Project Description* -Discuss the goals, activities, and promotion for the second or third year of this project. How has your previous evaluation data informed the modification of the project? Who are your partner(s) and what will their roles be? If <u>new partners</u> are included, please list organization name, personal contact, phone and email at the bottom of this section.