

TO: Library Director and Certified staff members
FROM: Susan McVey, Director
SUBJECT: Grant Opportunity Announcement
DATE: January 26, 2016

The Oklahoma Department of Libraries is pleased to announce the availability of this Library Services and Technology Act (LSTA) grant through the Institute of Museum and Library Services (IMLS). I hope that you will take advantage of this grant opportunity to improve library service in the state.

Please share with all your **certified** staff.

Below you will find the details pertaining to this grant opportunity. If you should have any questions, please call the listed contact. For your own protection, the application should be sent certified mail, with a return receipt requested. The Department of Libraries does not take responsibility for receipt of an application that is not sent certified.

Please note: New requirements from IMLS that a city and/or library must give ODL assurances that they meet federal laws upon acceptance of these funds will be included with the grant contract. The contract and Terms and Conditions will contain additional information on what is expected by the grantee city and/or library entities or employees

Grant Project Title: Continuing Education Conference Grants 2016

Grant Application Deadline: February 26, 2016

Applications should be mailed to Sadie Bruce, Library Consultant, Oklahoma Department of Libraries, 200 NE 18th Street, Oklahoma City, OK 73105-3298, and must be postmarked no later than February 26, 2016.

Hand written, e-mailed or faxed applications will **not** be accepted.

Purpose of Grant:

The Oklahoma Certification Manual for Public Librarians states that the purpose of the certification program is to ensure that "public libraries in this state be administered and staffed by trained personnel...library staff must increase their skills and knowledge through continuing education in order to keep abreast of developments in the information age" in order "to improve library service throughout the state."

This grant provides funding for active certified librarians to attend their choice of a library conference offered in 2016. The choices are:

- Oklahoma Library Association (OLA) conference in Tulsa, OK, March 30 – April 1, 2016
- Texas Library Association (TLA) conference in Houston, TX, April 19 – 22, 2016

Applicants for the Oklahoma Library Association conference will be given first choice of funding with Texas Library Association funded secondarily.

Eligibility Requirements:

Public libraries and systems may apply for this grant to provide training for staff who meet the following requirements...

1. Must be currently employed in a public library in Oklahoma.
2. Must have earned less than \$35,000 in 2015 (W2 taxable gross income).
3. Must be current and active certified librarians under the Oklahoma Certification Program for Public Librarians. "Current" is defined as certified by application deadline date. "Active" is defined as certification kept up-to-date.
4. Public libraries and systems must be eligible for State Aid in FY16.

Target audience:

Actively certified librarians employed in public library systems and public libraries in Oklahoma.

Amount of Funds Available: \$32,000

This grant will offer funds in the amount requested by the applicants to cover their expenses for attendance. Each applicant will need to assess the amount needed on the application. Funds will be spent according to the purpose of the grant only. Receipts matching expenditures should be saved and attached to the financial report on the conference. Only receipted expenses will be funded. Any additional costs will be the responsibility of the applicant, their library, or other funding source.

No more than \$3000 will be awarded to an individual library or system unless funds are available.

- Unused funds by the applicant will be returned to the Oklahoma Department of Libraries no later than **30** days after conference (OLA-5/1/16, TLA-5/22/16).

Every actively certified librarian, who meets requirements listed above, are eligible to apply for this grant. If the applicant has been awarded conference grants in the past, the applicant is eligible again to apply.

Priority will be given in the following order:

1. Applicants who have never received a conference grant
2. Applicants who have received less than three prior grants
3. Applicants who have received three prior grants but have attended subsequent conference(s) using personal funds
 - Those that have paid for and attended 3 or more given 1st priority
 - Those that have paid for and attended 2 will be given 2nd priority
 - Those that have paid for and attended 1 will be given 3rd priority
4. Applicants who have received three prior grants but have attended conferences on non-personal funds (ex: library budget, Friends, city/county).
 - Those that have attended 3 or more given 1st priority
 - Those that have attended 2 will be given 2nd priority
 - Those that have attended 1 will be given 3rd priority
 -

Applicants for the Oklahoma Library Association conference will be given first choice of funding with Texas Library Association funded secondarily.

Indirect costs

Budget request may include indirect costs. As defined in federal regulations, the Department will honor a sub-recipient's federally negotiated indirect cost rate if one already exists. If no such rate exists, the State Library Administrative Agency (SLAA) must honor either a rate negotiated between the SLAA and the sub-recipient (in compliance with federal guidelines) or the minimum rate of 10 percent of the sub-recipient's modified total direct costs (MTDC). See 2 CFR 200.331

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." 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:

- a. 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.
- b. Use a rate not to exceed 10% of total direct costs if you have never had a federally negotiated indirect cost rate.
- c. Do not include any indirect costs.

Funding Source:

This grant opportunity announcement is for a Library Services and Technology Act project federally funded through the Institute of Museum & Library Services. The library application indicates acceptance of all Federal law and regulations affecting LSTA grants. For any questions regarding federal requirements contact Judy Tirey, LSTA coordinator at the Oklahoma Department of Libraries.

Date Funds Must be Spent: Ending date(s) of conference.

Application Procedures:

The enclosed application for Continuing Education Conference Grant must be complete. It must be typed. One application must be submitted for each applicant, regardless if they are at the same library or in the same system.

Criteria for Approval:

Grants will be awarded to libraries meeting the eligibility requirements listed above. If the number of applications exceeds the available funds and all eligibility requirements have been met, grants will be awarded based on the local income per capita reported on Annual Reports filed with ODL by October 1, 2015. Libraries and systems will be ranked by their local income per capita in ascending order (lower income per capita ranked higher).

Grant Timetable:

Announcement Issued:	January 26, 2016
Applications Due:	February 26, 2016
Libraries Notified:	no later than March 2, 2016
Reports due:	30 days after attendance at conference

Mail application on or before due date to:

Sadie Bruce, Library Consultant
Oklahoma Department of Libraries
200 NE 18th ST
Oklahoma City, OK 73105-3298

For a copy of the application form in Word, please send e-mail request to:

sadie.bruce@libraries.ok.gov

Oklahoma Department of Libraries
Application for Continuing Education Conference Grants
2016

To be credited for a response, the response must be entered where it is requested on the application. Applications must be typed and will be available in Word from the Lead Officer. One application must be submitted for each applicant, regardless if they are at the same library or in the same system.

No e-mailed, faxed or handwritten applications will be considered.

Complete numbers 1, 2 and the corresponding number 3 for the conference you wish to attend.

1. Applicant Information:

a. **Name of applicant:** _____
(please type)

▪ **Signature of applicant:** _____
(By my signature, I certify that application information is correct)

b. **Applicant's own library or personal e-mail address:**

c. **Name of applicant's library** _____

System name if applicable _____

d. **Name of director/contact person at library or system headquarters:**

○ **E-mail address:** _____

○ **Phone number:** _____

e. **US Congressional District of applicant's library or branch:** _____
(see *Oklahoma Almanac* under library's county):

2. Applicant Eligibility for Grant Funds:

a. Applicant's certification expiration date: _____

b. Check the one that applies:

_____ **I have not received a conference grant in the past**

_____ **I have received less than 3 conference grants in the past**

_____ **I have received 3 conference grants and attended subsequent conference(s) on my own personal funds**
• **how many conference(s)_____**

_____ **I have received 3 conference grants and attended subsequent conference(s) on funds from sources other than my own**
• **how many conference(s)_____**

_____ **I have received 4 or more conference grants**

c. Applicant's gross income in 2015:

d. Applicant's Library or System eligible for FY 2015 state aid?

Y or N

(circle)

Due: February 26, 2016

**3. Oklahoma Library Association: www.oklibs.org
Tulsa, OK., March 30 – April 1, 2016**

a. Fill in costs for each aspect of attendance:

Registration:

Total registration \$ _____

b. **Housing:**

**A special conference rate of \$109 has been set at the Hyatt Regency:
<https://aws.passkey.com/event/13811613/owner/55460/home>**

Hotel name: _____

Hotel: _____ days at \$ _____ per day = _____
(If sharing, list partner and only your portion of cost)

Partner: _____ Library _____

c. **Meals:** (continental breakfasts, luncheons and All-Conference event are included in Registration for Wednesday & Thursday. Luncheons for pre-conferences are included in Registration)

Special Events-Early Bird Dine-Around and OLA Pub Crawl will not be funded by this grant. Cost is assumed by attendee.

TOTAL REQUESTED _____

3. Texas Library Association: <http://www.txla.org/annual-conference>
Houston, TX, April 19 - 22, 2016

Fill in costs for each aspect of attendance:

- a. **Registration:** Fill in and return with application:

<http://www.txla.org/sites/tla/files/conference/docs/2016-Preregistration.pdf>

- b. **Online Registration:** <https://secure.txla.org/secure/forms/mtgLogin.asp>

Total registration \$ _____

- c. **Housing:**

<https://compass.onpeak.com/e/62TLA16/0>

Hotel name: _____

Hotel: _____ days at \$ _____ per day = _____
(If sharing, list partner and only your portion of cost)

Partner: _____ Library _____

- d. Meals: \$ _____ /day X no. of days \$ _____

Only events listed on Registration form will be funded by this grant.

TOTAL REQUESTED \$ _____