

Texas Reads Grants



Program Guidelines

SFY 2010

APPLICATION DUE DATE:

February 27, 2009

Library Development Division
Texas State Library and Archives Commission

Comments or complaints regarding the programs and services of the
Texas State Library and Archives Commission can be addressed to the
Director and Librarian

P. O. Box 12927 ♦ Austin, Texas 78711-2927
512-463-5460 ♦ 512-463-5436 fax

October 2008

This publication available in alternate format upon request.

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TEXAS READS GRANTS

The Texas Reads Grant program is administered by the Texas State Library and Archives Commission (TSLAC) and funded by proceeds of the sale of Texas Reads specialty license plates available through the Texas Department of Transportation (TxDOT) (see <http://www.tsl.state.tx.us/agency/txreads.html> for further information). TSLAC administers the Texas Reads funds and monitors the grant program. (For exact language see 13 TAC §§ 2.170-2.172, relating to Texas Reads grant guidelines.)

LSTA 5-Year Plan 2008-2012

The full-text of Texas's 5 Year Plan may be accessed at www.tsl.state.tx.us/ld/pubs/lstaplan/2008/index.html
We strongly encourage applicants to read this documents as it pertains to this grant program.

This grant program supports one need and goal in the *Texas LSTA 5 Year Plan 2008-2012*:

Need: **Texans need enhanced literacy and educational attainment.**

Goal: **Provide assistance to libraries to support literacy and educational attainment in their communities.**

PROGRAM DESCRIPTION

Purpose	<p>This grant funds public library programs to promote reading and literacy within local communities. Programs may be targeted to the entire community or to a segment of the community. Programs involving collaboration with other community organizations are encouraged. The agency may designate specific funding priorities for each grant cycle in response to identified needs. If this occurs, staff will provide details of funding priorities and scoring implications to applicants and to the peer review panel. The purpose is not for collection development, or other activities primarily focused on the acquisition of library materials or resources.</p> <p>Reading promotion programs are those that actively encourage people to read and to develop a lifelong love of reading. One goal of reading promotion programs is to develop a more literate community. Typically, this involves presenting or hosting programs that will involve people in reading activities and will generate enthusiasm for reading.</p> <p>Libraries may also coordinate programs in basic literacy, family literacy, and the ability to read, write and speak English and to compute and solve problems at levels of proficiency necessary to function on the job and in society.</p>
Eligible Applicants	<p>Public libraries and local public library systems, through their governing authority (city, county, corporation, or district) are eligible to apply for grants. To receive a grant, applicants must be members of the Texas Library System for the fiscal year the grant contracts are issued. Libraries or library systems will not be awarded more than one grant in a single grant cycle.</p> <p>Libraries or library systems will not be awarded a grant in two consecutive grant cycles.</p>
Funds Available	<p>An estimated total of up to \$10,000 is available for Texas Reads Grants, subject to approval by the Texas State Library and Archives Commission. The Texas Reads program may receive funding from the Institute of Museum and Library Services through the grants to states program. Federal funds may be utilized for this program; therefore, the Children's Internet Protection Act requirements may apply if the grantee requests the purchase of computers or payment is requested for direct costs associated with accessing the Internet.</p>
Maximum Award	<p>The maximum award for FY 2010 is \$3,000.</p>
Length of Funding	<p>One state fiscal year (September 1 – August 31).</p>
Fundable Activities	<p>This grant program will fund costs such as materials, professional services (e.g. speakers' fees, temporary personnel), and other operating expenses needed to implement a reading promotion program. Programs may include but are not limited to book talks, author visits, book clubs or</p>

	<p>discussion groups, Born-to-Read or Every Child Ready to Read programs, “One Book, One Community” programs, or programs to enhance Texas Reading Club activities. Projects must include programming designed to actively engage participants in reading activities. Except as provided in grant guidelines, competitive grants may fund costs for staff, equipment, capital expenditures, supplies, professional services, and other typical operating expenses, as permitted by §2.116 of this title (relating to Uniform Grants Management Standards). The purpose of competitive grants is not for collection development, or other activities primarily focused on the acquisition of library materials or resources.</p>
<p>Non-fundable Activities</p>	<p>Except as provided in grant guidelines, competitive grants may not fund the following costs:</p> <ol style="list-style-type: none"> 1) building construction or renovation; (2) food, beverages, awards, honoraria, prizes, or gifts; (3) equipment or technology not specifically needed to carry out the goals of the grant; (4) transportation/travel for project participants or non-grant funded personnel; (5) databases currently offered or similar to ones offered by the agency (i.e., a magazine index database may not be purchased if a comparable one is provided by the agency); (6) collection development purchases not targeted directly to the grant goals nor integral to the service program; (7) advertising or public relations costs not directly related to promoting awareness of grant-funded activities; or (8) performers or presenters whose purpose is to entertain rather than to educate.

CRITERIA FOR AWARD

This grant program is competitive. Grants shall be awarded based on guidelines that reflect applicable state and / or federal priorities or mandates. In considering the grant applications, the Texas Reads grant review panel will score proposals on six components. The maximum number of points for each category is indicated below.

1. Needs Assessment (20 points)	Describe why the program is needed in the community. Address the program goals and audience. Describe the greater community to be served using demographic statistics, library records, or surveys to support these statements.
2. Program purpose (20 points)	Describe the program goals, audience, intended outcomes, and relationship to the library long-range plan or goals. Include one or more of the Texas Reads Grant Program outcomes as well as any additional outcomes specific to your program. Texas Reads Grant Program outcomes: <ul style="list-style-type: none"> • Participants read more. • Participants enjoy reading. • Participants have more confidence in their reading ability. • Participants incorporate attitudes and/or behaviors into their lives that are associated with increased family reading skills. • Participants report increased participation in adult education classes at the library and/or partner agency (e.g. ESL, literacy, GED classes, and tutoring) • Participants report increased participation in children’s literacy programs at the library and/or at the partner agency (e.g. story time, summer reading club, storytelling) (Note: Points are not awarded on the basis of the number of Texas Reads Grant Program outcomes selected; use only those that apply to your program.)
3. Program design (20 points)	Provide a detailed description of the program and its activities. Describe any collaboration planned with other community organizations. Thoroughly describe services, programs, and activities.
4. Timetable (10 points)	Provide a timetable of program activities.
5. Evaluation plan (10 points)	Describe how the anticipated outcomes will be measured. Set achievable, measurable outcomes and present a reasonable method to collect data. Present a method to count users of the services as well as the effectiveness of the service.
6. Budget (20 points)	Provide a detailed budget and justify budgeted costs.

GRANT REVIEW AND AWARD PROCESS

<p>Peer Review 13 TAC §2.113</p>	<p>(a) The commission may use peer review panels to evaluate applications in competitive grant programs.</p> <p>(b) The director and librarian may select professionals, citizens, community leaders, and agency and library staff to evaluate grant applications. Peer reviewers must have appropriate training or service on citizen boards in an oversight capacity and may not evaluate grant applications in which there is, or is a possible appearance of, a conflict of interest.</p> <p>(c) The agency staff will distribute selected applications to reviewers and will provide written instructions or training for peer reviewers. Reviewers must complete any training prior to reviewing applications.</p> <p>(d) The reviewers score each application according to the review criteria and requirements stated in the grant guidelines.</p> <p>(e) Each peer review evaluation of an application for competitive grants shall be appropriately documented by the peer reviewer conducting the evaluation. The documentation shall include the scores assigned by the peer reviewer. The peer reviewer may also include comments that may be shared with the applicant.</p> <p>(f) To be eligible for review, each application must be submitted by the specified deadline with all required components and all necessary authorization signatures.</p>
<p>Funding Decisions 13 TAC §2.114</p>	<p>(a) The agency staff will submit a recommended priority-ranked list of applicants for possible funding. Final approval of a grant award is solely at the determination of the State Library and Archives Commission.</p> <p>(b) Applications for grant funding will be evaluated only upon the information provided in the written application.</p> <p>(c) The agency staff may negotiate with selected applicants to determine the terms of the award. To receive an award, the applicant must accept any additional or special terms and conditions listed in the grant contract and any changes in the grant application.</p> <p>(d) The agency staff will notify unsuccessful applicants in writing.</p>
<p>Awarding Grants 13 TAC §2.115</p>	<p>The commission has the right to reject applications or cancel or modify a grant solicitation at any point before a contract is signed. The award of any grant is subject to the availability of funds.</p>
<p>TSLAC Staff Responsibility 13 TAC §2.117</p>	<p>The Texas State Library and Archives Commission (TSLAC) staff will review each application packet for the following:</p> <ul style="list-style-type: none"> • legal eligibility of the institution to participate in a grant program and appropriate authorizing signature; • conformance to the federal and state regulations pertaining to grants; • inclusion of unallowable costs; • errors in arithmetic or cost calculations; • submission of all required forms; • compliance with submission procedures and deadlines • Relevance and appropriateness of the project design and activities to the purpose of the grant program.

	<p>Agency staff will raise issues and questions regarding the needs, methods, staffing, and costs of the applications. Staff will also raise concerns regarding the relevance and appropriateness of the project design and activities to the purpose of the grant program. Staff comments will be sent to the grant review panel with the applications for consideration by the panel.</p> <p>Applicants will be sent a copy of the staff comments to give applicants an opportunity to respond in writing. Applicants may not modify the grant proposal in any way; however, applicants' responses to staff comments will be distributed to the panel.</p> <p>Applications with significant errors, omissions, or eligibility issues will not be rated.</p> <p>Applications in which the project design and activities are not relevant and appropriate to the purpose of the grant program will be ineligible.</p> <p>Agency staff will be available to offer technical assistance to reviewers.</p>
<p>Texas Reads Grant Review Panel Responsibility 13 TAC §2.117</p>	<p>The peer reviewers will review all complete and eligible grant applications forwarded to them by agency staff and complete a rating form for each (Appendix F). Each reviewer will evaluate the proposal in relation to the specific requirements of the criteria and will assign a value, depending on the points assigned to each criterion.</p> <p>No reviewer who is associated with an applicant or with an application, or who stands to benefit directly from an application, will evaluate that application. Any reviewer who feels unable to evaluate a particular application fairly may choose not to review that application.</p> <p>Reviewers will consider and assess the strengths and weaknesses of any proposed project only on the basis of the documents submitted. Considerations of geographical distribution, demographics, type of library, or personality will not influence the assessment of a proposal by the review panel. The panel members must make their own, individual, decisions regarding the applications. The panel may discuss applications. The panel's recommendations will be compiled from the individual assessments, not as the result of a collective decision or vote. Reviewers may not discuss proposals with any applicant before the proposals are reviewed. Agency staff is available to provide technical assistance to reviewers. Agency staff will conduct all negotiations and communications with the applicants.</p> <p>Reviewers may recommend setting conditions for funding a given application or group of applications (e.g., adjusting the project budget, revising project objectives, modifying the timetable, amending the evaluation methodology, etc.). The recommendation must include a statement of the reasons for setting such conditions. Reviewers who are ineligible to evaluate a given proposal will not participate in the discussion of funding conditions.</p> <p>Reviewers will submit their evaluation forms to the agency. In order to be counted, the forms must arrive before the specified due date.</p>

<p>Decision Making Process</p> <p>13 TAC §2.118</p>	<p>To be considered eligible for funding by the commission, any application must receive a minimum adjusted mean score of more than 50 percent of the maximum points available. To reduce the impact of scores that are exceedingly high or low, or otherwise outside the range of scores from other reviewers, agency staff will tabulate the panel’s work using calculations such as an adjusted mean score.</p> <p><i>Step 1</i>—Applications will be ranked in priority order by score for consideration by the commission.</p> <p><i>Step 2</i>—If insufficient funds remain to fully fund the next application, the staff will negotiate a reduced grant with the next ranked applicant.</p> <p><i>Step 3</i>—If the panel recommends funding an application that, for legal, fiscal, or other reasons, is unacceptable to the staff, a contrary recommendation will be made. The applicant will be informed of this situation prior to presentation to the commission and may negotiate a revision to the application. A positive recommendation to the commission will be contingent upon successfully completing these negotiations prior to the commission meeting.</p> <p><i>Step 4</i>—If the panel is unable to produce a set of recommendations for funding, the agency staff will use the same evaluation procedures to develop recommendations to the commission.</p>
<p>Multiple Applications</p> <p>13 TAC §2.119</p>	<p>Applicants for competitive grants may submit more than one grant application for different projects in different grant categories. Applicants may not submit the same, or nearly the same, application in more than one grant category.</p>

INSTRUCTIONS FOR APPLYING

<p>Technical Assistance</p>	<p>Texas State Library and Archives Commission staff is available to help throughout the application process. Contact Wendy Clark at 512-463-5475 or by e-mail at wendy.clark@tsl.state.tx.us for assistance with the proposal or to submit a draft proposal for review. Full or partial drafts may be sent by email, fax, or mail. Drafts must be received by the deadline listed in the timetable to ensure staff review.</p> <p>As the application of the proposal is the only information the grant review panel will receive, the commission strongly encourages applicants to send a draft of the proposal to TSLAC staff for review. To ensure staff will have time to review the draft proposal, submit the draft by the due date listed in the Timetable.</p>
<p>Application Components</p>	<p>The grant application consists of the following components:</p> <ol style="list-style-type: none"> 1. Application for State/Federal Assistance 2. Program Narrative
<p>Program Summary</p>	<p>Answer each question completely but succinctly. The program narrative describes the project, including how funds will be utilized, as well as the projects goals and objectives. The narrative pages are on GMS and are to be completed by all applicants. Please provide all the information requested.</p> <p>In the <i>Program Abstract</i>, give a brief description of the project's main activities with goals and planned objectives. The remaining pages of the narrative are a list of criteria that will be used by the review panel in evaluating the application. Content suggestions follow each criterion. Do not omit any criterion.</p>

<p>Whose signature should appear on the application?</p>	<p>An individual who has authority to enter into contracts or other legal agreements on behalf of the library should sign the application. In many cases this will be a city manager, county commissioner, board chair, or other official representative of the library's governing authority. In some cases the library director has been granted signature authority for these purposes by the library's governing authority.</p>
<p>Submitting the Application</p>	<p>All applications <u>must be completed and submitted online</u> via our Grant Management System (GMS). In order to access the grant application, you must obtain a user name and password for GMS prior to submission.</p> <p>You will then be able to access and fill out the application. Your application will be considered complete and submitted upon our receipt of your signature page. GMS instructions can be found at https://gms.tsl.state.tx.us</p> <p>Applicants for competitive grants may submit more than one grant application for different projects, in different grant categories. Applicants may not submit the same, or nearly the same, application in more than one grant category. (Rule §2.119)</p> <p>The commission has the right to reject applications or cancel or modify a grant solicitation at any point before a contract is signed. The award of any grant is subject to the availability of funds. (Rule §2.115)</p>
<p>Deadline</p>	<p>Application packets must be <u>received</u> at the Library Development Division, TSLAC, by 5 p.m. Central Time on February 27, 2009.</p>

APPLICATION FOR STATE/FEDERAL ASSISTANCE

APPLICANT INFORMATION:	
Library Name _____	
Applicant/Legal Entity _____ (Official name of city, county, nonprofit, or university)	
Program Contact Person (Primary Contact)	
Name _____	Title _____
Street/PO Box _____	City _____
State ____ Zip Code _____	County _____
Phone _____	Fax _____ E-mail _____
Additional Contact Person (if applicable)	
Name _____	
Title/Type of Contact (e.g. fiscal contact, accountant, grants manager) _____	
Phone _____	Fax _____ E-mail _____
U.S. Congr. Distr. No. _____	State Senate Distr. No. _____ State House Distr. No. _____
Employer/Federal Identification Number (9 digits): _____	
TYPE OF PROJECT: (check one) <input type="checkbox"/> Cooperation <input type="checkbox"/> Special Projects <input checked="" type="checkbox"/> Texas Reads <input type="checkbox"/> TexTreasures <input type="checkbox"/> Interlibrary Loan <input type="checkbox"/> Systems <input type="checkbox"/> TANG	
BEGINNING DATE OF PROJECT/GRANT <u>September 1, 2009</u>	
PROPOSED FUNDING SOURCES:	
a. Texas Reads Grant	d. Local funds \$
b. Other federal gov't funds \$	e. Program income \$
c. Other state gov't funds \$	f. Miscellaneous \$
TOTAL \$ _____	Is the applicant delinquent on any Federal debt? <input type="checkbox"/> yes <input type="checkbox"/> no
To the best of my knowledge and belief, data in the entire application packet is true and correct, the application has been duly authorized by the governing body of the applicant and the applicant will comply with the Uniform Grant Management Standards (UGMS) if the assistance is awarded.	
Printed Name _____	Title _____
Signature _____	Date Signed _____

3. **Program design (20 points):** Provide a detailed description of the program and its activities. Describe any collaboration planned with other community organizations.

4. **Timetable (10 points):** Provide a timetable of program activities.

5. **Evaluation plan (10 points):** Describe how the anticipated outcomes will be measured. Please note that a draft survey instrument will be provided to all funded applicants.

6. **Budget (20 points):** Provide a detailed budget. All budget items must clearly relate to the program purpose and program design as described above.

Budget Category	Texas Reads Funds	Other Funds (if applicable)	Detailed Description
Personnel	\$	\$	
Fringe Benefits	\$	\$	
Equipment/Property: <i>Only include items at, or above, your library's capitalization threshold.</i>	\$	\$	
Supplies (includes library materials such as books)	\$	\$	
Contractual Services	\$	\$	
Other (specify)	\$	\$	
Total	\$	\$	

Note: Amounts should be rounded to the nearest dollar.

Capitalization level for your library: \$ _____

Please note that any items below the capitalization level for your library **should not** be included in the Equipment/Property Budget Category. Items below the capitalization level should be listed in another expense category. Capitalization level is the dollar amount something must cost in order to be included on your regular equipment/property inventory.

Protest Procedure**Texas State Library and Archives Commission**

(13 TAC 2.55)

(a) An aggrieved person who is not satisfied with a decision, procedure, or service received from the staff of the Texas State Library and Archives Commission or who is an actual or prospective bidder, grantee, or contractor aggrieved in connection with a solicitation, evaluation, or award may file a protest with the Director and Librarian in accordance with this rule.

(b) A protest must be submitted to the Director and Librarian within 21 days after the person knows or should have known of the matter which is protested. The Director and Librarian has the discretion to allow a protest filed after 21 days if the protestant shows good cause for the late filing or if the protest raises an issue significant to the general policies and procedures of the commission.

(c) The protestant shall mail or deliver a copy of the protest to all interested persons. The Director and Librarian will furnish a list of interested persons to a protestant. For protests of a competitive selection (bid, contract, or grant), interested persons shall include all persons who have submitted a bid, proposal, or application.

(d) A protest must be in writing and identified as a protest under this section, and contain the following:

- (1) a description of the protestant's interest in the matter;
- (2) the issue(s) to be resolved and remedy(s) requested;
- (3) the protestant's argument supporting the protest, including a statement of relevant facts and applicable law, specifying the statutes, rules, or other legal authority alleged to have been violated;
- (4) the protestant's affirmation that facts set forth in the protest are true; and
- (5) a certification that a copy of the protest has been mailed or delivered to all interested persons.

(e) Upon receipt of a protest conforming to the requirements of this section, the commission shall not proceed with the solicitation, award, or contract until the protest is resolved, unless the Director and Librarian makes a written determination that delay would harm the substantial interests of the state.

(f) The Director and Librarian has the authority to decide, settle, or resolve the protest and will make a written determination. The Director and Librarian may solicit written responses to the protest from other parties. The Director and Librarian shall inform the protesting party and other interested parties by letter of his determination, and how to appeal the determination to the commission.

(g) An interested party may appeal the determination of the Director and Librarian. An appeal must be in writing and conform to paragraphs (1) - (3) of this subsection:

- (1) the appeal must be received in the office of the Director and Librarian no later than 15 days after the date the determination is mailed to interested parties;
- (2) a copy of the appeal must be mailed or delivered by the appealing party to all interested parties and contain a certification of mailing or delivery;
- (3) the appealing party must state whether or not an opportunity is requested to make an oral presentation to the commission in open meeting.

(h) The Director and Librarian shall refer the matter to the commission for their consideration at an open meeting.

(i) The chair of the commission has the discretion to allow an appeal filed more than 15 days after the Director and Librarian's determination if the appealing party shows good cause for the late filing or if the appeal raises an issue significant to the general policies or procedures of the commission.

(j) An interested party may file a response to an appeal of the determination of the Director and Librarian no later than seven days after the appeal is mailed or delivered.

(k) Copies of the appeal and responses of interested parties, if any, shall be mailed to the commission by the Director and Librarian.

(l) The chair of the commission has the discretion to decide whether or not a request for oral presentations will be granted and will set the order and amount of time for oral presentations that are allowed. The chair also has the discretion to decide whether presentations and written documents presented by Commission staff and interested parties will be allowed.

(m) The commission will determine properly filed appeals and make its decision in open meeting. The commission shall vote to uphold or reverse the decision of the Director and Librarian. Failing a majority vote of a quorum of the commission, the Director and Librarian's decision is upheld. The commission's decision is final and not subject to judicial review under the statutes governing the commission.

(n) A decision issued either by the commission in open meeting or in writing by the Director and Librarian shall be the final administrative action of the commission.

(o) Documentation concerning a protest of a competitive selection is part of the commission's records series for that selection and is retained in accordance with the commission's approved records retention schedule.

SIGNATURE PAGE INSTRUCTIONS

The application must be submitted and signature pages received by the Texas State Library and Archives Commission by no later than:

5:00 p.m. Central Time, February 27, 2009.

Signature pages may be sent via:

Fax to:
Wendy Clark
Library Development Division
512-463-8800

MAIL TO:

Wendy Clark
Texas State Library and Archives Commission
Library Development Division
Street Address: 1201 Brazos Street
Austin, TX 78701
Mailing Address: PO Box 12927
Austin, TX 78711-2927
512-463-5475 or 1-800-252-9386

Texas State Library and Archives Commission • Library Development Division • October 2008

**TEXAS READS
GRANT PROGRAM**

Texas State Library and Archives Commission (TSLAC)

TIMETABLE

November 7, 2008	Guidelines posted to TSLAC website
January 31, 2009	Draft proposals due to TSLAC for review (optional)
February 27, 2009	Application packets due to TSLAC
May 2009	Application packets evaluated by LSTA Grant Review Panel
August 2009	Commission meets and approves projects
August 2009	Contracts issued
September 1, 2009	Projects begin
August 31, 2010	Projects end

TEXAS READS GRANTS

EVALUATION FORM

Applicant: _____

INELIGIBLE

Reviewer number: _____

ABSTAIN

Date: _____

by Score	Evaluation Points					Multiply	Weight		
	Circle rank number if:								
	Response meets the standard								
	Partially	Completely							
1. NEEDS ASSESSMENT	0	1	2	3	4	5	x	4	_____
2. PROGRAM PURPOSE	0	1	2	3	4	5	x	4	_____
3. PROGRAM DESIGN	0	1	2	3	4	5	x	4	_____
4. TIMETABLE	0	1	2	3	4	5	x	2	_____
5. EVALUATION PLAN	0	1	2	3	4	5	x	2	_____
6. BUDGET	0	1	2	3	4	5	x	4	_____

Comments: _____
