

### READ: READING FOR EDUCATION & DEVELOPMENT

- ★ Libraries and library agencies are eligible to apply.
- ★ An agency may submit one application.
- ★ The range of funding is \$2,500 - \$25,000.

#### PROGRAM OVERVIEW

The *READ: Reading for Education and Development* grant offering is designed to assist libraries in a threefold approach to:

- 1) Identify an unmet need within the library community;
- 2) Develop reading related, need-based library programs, events or activities involving the target audience; and
- 3) Develop a subject area within the library's collection that will be directed at meeting that need and supporting the proposed reading program(s), event(s) or activity(s).

This opportunity provides grant awards between \$2,500 and \$25,000 for the development and implementation of need based reading activities, supported by reading resources for the end user. This grant is intended to encourage and promote reading through programming, and address the reading needs of an identified audience with new library materials.

**“Community”** refers to the community served by the library. For example, for school libraries, the school community generally refers to everyone in the school building or district. For academic libraries, this is usually the college or university campus. For the special library, contemplate the agency in whole or part. For the public library, consider the village, city, township or district.

According to the National Endowment for the Arts report *Reading at Risk: A Survey of Literary Reading in America*, there is a critical decline in reading among all Americans. The study revealed the following about reading in the United States:

- ★ “Less than half of the adult American population now reads....”
- ★ “The percentage of the U.S. adult population reading *any* book has declined by seven percent over the past decade.”
- ★ Literary reading is declining among all age groups, but the steepest decline is in the youngest age groups.

The report shows that not only are Americans reading less, they are also reading “less well,” and these declines in reading have civic, social, and economic implications - all of which will have far reaching and lasting affects on our country as a whole.

Illinois libraries can initiate the reversal of this nationwide trend by successfully applying for a *READ: Reading for Education and Development* grant to improve access to a wide variety of books and reading programs and activities. The goal is to make the *READ* grant an opportunity for Illinois libraries to acquire much needed reading materials and provide new, educational reading programs or activities that will cater to the needs of their target populations and nurture a new following of reading enthusiasts.

The successful applicant will identify a specific group of library users, patrons or students whose needs are not being met by the library's current reading programs and/or resources. The applicant will recommend a solution to address the need with subject specific materials and develop a new reading program or activities to involve the identified target audience.

*READ* offers eligible libraries the opportunity to:

- ★ Sponsor activities and promote the role of parents and caregivers in the emergent literacy of their children emphasizing the value of intergenerational and family based programs to develop and enhance reading and literacy skills regardless of geographic, cultural and socioeconomic background, disabilities, literacy or skill levels.

- ★ Form public and private partnerships that create opportunities to engage preschoolers and/or students in reading and that support reading readiness and reading development.
- ★ Develop reading based services and discussions crafted to the diverse needs of patrons with consideration of format, language, and literacy levels.
- ★ Develop a reading community by expanding services for learning, activities, and discussion to support reading, regardless of format, for people of all ages and all abilities.

A variety of appropriate fiction and/or nonfiction library resources in multiple eligible formats may be budgeted, but the library materials must be justified by a target audience's need and directly related to the activities proposed. The reading activities to involve the target audience must be educational or developmental in nature and may not be entertainment specific.

### **Appropriate Reading Activities May Include**

*The programs and activities proposed must be new to the target audience, not a continuation of current library offerings.*

- ★ Thought provoking panel discussions by leaders or diverse groups highlighting reading issues, themes or disparities
- ★ A series of BYO brown bag lunch book discussion programs
- ★ Story times, book clubs or reading activities featuring one or more titles
- ★ Activities that introduce new foreign language or bilingual materials to a target population
- ★ Educational programs using new materials to develop and promote cultural awareness
- ★ Activities encouraging teens or reluctant/low level readers to read
- ★ Cooperative reading programs focusing on seniors or persons with disabilities
- ★ Reading readiness, babies and books, or reading development programs
- ★ A kick-off event followed by monthly parent/grandparent child reading activities or intergenerational reading programs

### **Appropriate Reading Related Resources Include But Are Not Limited To**

*All library materials must be accessible to library users and made available for resource sharing.*

- ★ Program related library materials that support reading:
  - ✓ Books (fiction and/or non-fiction)
  - ✓ Large print books
  - ✓ Audio Books
  - ✓ E-Books and E-Book readers
  - ✓ Graphic Novels
  - ✓ Foreign Language or bilingual materials
  - ✓ Non-subscription educational software or other media
- ★ Program related library supplies that support reading:
  - ✓ Ipods
  - ✓ Playaways
  - ✓ MP3 Players

### **Ineligible for Purchase Under the READ Offering**

- ★ Entertainment programs
- ★ Giveaways, including but not limited to prizes, books, CD's, DVD's, electronics
- ★ All Capital Outlay for equipment costing \$500 or more
- ★ Ineligible subscriptions include but are not limited to:
  - ✓ Serials
  - ✓ Databases or subscription electronic resources available through the Web (E-Resources)
  - ✓ Costs to subscribe to a shared catalog such as OCLC
- ★ Ineligible supplies include but are not limited to:
  - ✓ Digital Camera and peripherals;
  - ✓ Cells phones, i-phones or blackberries
  - ✓ Puppets, toys or costumes
  - ✓ Games or gaming systems such as the Wii
  - ✓ Accelerated Reader tests or Reading Counts tests
  - ✓ Computers
  - ✓ Whiteboards

### **DESIRED OUTCOMES**

The Illinois State Library seeks to fund projects that result in the following outcomes:

- ★ Library users will report high satisfaction with library resources that support their reading needs and interests.
- ★ Previously un-served or under-served library patrons have increased access to specific library materials and programs.
- ★ Libraries will report an increase in active collaboration to encourage reading:
  1. Increased collaboration/partnerships between multi-types of libraries;
  2. Increased collaboration/partnerships between libraries and agencies;
  3. Increased collaboration/partnerships between libraries and organizations.
- ★ As library patrons are challenged, inspired and motivated to read, libraries report increases in program attendance and/or circulation.
- ★ Children's reading or literacy skills will improve after participating in library sponsored reading programs.
- ★ Adult caregivers attending programs will increase their time reading with children as families develop an increased awareness of the benefits of reading together.
- ★ Statewide resource sharing is enhanced.

### **ELIGIBLE APPLICANTS**

- ★ An agency may submit only one application.

**Academic, School, Public And Special Libraries and Library Agencies are eligible to apply.** To be eligible for LSTA grants under this offering, a library must meet the criteria as defined by *Illinois Compiled Statutes* and the *Administrative Code Rules*. The agency must be recognized as a "Full Member Library" meeting the criteria for library system membership as defined by the library system board, subject to approval by the State Librarian and sustain full member status. (23 IL ADC 3030.10) The library must agree to honor the current Illinet Interlibrary Loan Code

[http://www.sos.state.il.us/publications/pdf\\_publications/lda130.pdf](http://www.sos.state.il.us/publications/pdf_publications/lda130.pdf) and all current resource-sharing agreements. The library must share its collection without charge with other libraries in Illinois based on those agreements. Local funds for the library may not be decreased as a result of being awarded grant funds. If a public library, the agency must honor all current laws regarding non-resident use.

### **GENERAL APPLICATION CRITERIA**

- ★ Agencies are limited to one application. The agency's headquarters or main library must authorize applications submitted by a building or branch library.
- ★ Library agencies may partner on an unlimited number of applications. Partners are agencies whose activities are integral to the project and without whom the project could not occur. Attach a memorandum of understanding from every partnering organization or outside agency providing funds or in-kind contributions to confirm their financial commitment.
- ★ A programmatic component is required. The application must demonstrate involvement of the end user/target audience via library-based program/service/activity(s), and not focus primarily on purchasing items for the library. All items included in the budget must be justified by the proposed activities or services.
- ★ Grant funded activities may not start prior to the contract start date, (expected to be October 1, 2009) and all project activities must conclude prior to August 15, 2010.
- ★ Applicants will be required to demonstrate that the programs and use of items proposed support at least one purpose of LSTA.
- ★ All library materials purchased with grant funds must be accessible to library users and made available for resource sharing.
- ★ Products that specifically educate the public about the grant project are allowable. Products promoting general library services or activities are not allowed. The determining factor may be whether the items are more educational and informational in nature than promotional.
- ★ For the READ grant, because computers and Internet access are not allowable LSTA expenses, compliance with the Children's Internet Protection Act (CIPA) is not required.

### **Fiscal Information**

- ★ Applications for the *READ: Reading for Education and Development* grant offering will be funded in the range of \$2,500 - \$25,000. Requests below or above this range will automatically be disqualified.
- ★ Grants are awarded using Library Services and Technology Act (LSTA) funds, CFDA 45.310, provided to the Illinois State Library by the Institute of Museum and Library Services.
- ★ Grant funds must be obligated (encumbered) between October 1, 2009 and June 30, 2010. 100% of the LSTA funds must be expended by August 15, 2010. Costs incurred prior to the official contract start date are not eligible for reimbursement.
- ★ Applicants should budget for an October 2009 meeting at the Illinois State Library in Springfield. One person (project director) is required to attend a Grant Management and Reporting Requirements Meeting. LSTA budgets may include travel reimbursement not to exceed the state rate: mileage at \$0.505, hotel at a maximum of \$70 per night and meals at a maximum of \$28 per day, which are based upon State of Illinois travel regulations.
- ★ A machine or electronic device is considered equipment. If the cost for one piece of equipment is over \$500, it is considered *Capital Outlay*, which is not allowed under the *READ* grant offering.
- ★ All items included in the budget must be essential to the proposed activities or services. Write clear explanations within the *Project Description* and on the *Budget Explanation* that justify why the items are necessary to the success of the project. Also show formulas for calculating costs or convey the source.
- ★ Research and use actual costs. Round up to the nearest dollar.
- ★ LSTA grant funds may not draw interest.

- ★ Awarding of LSTA funding does not obligate the Illinois State Library to provide any additional or future funding for extensions or continuation of the project.
- ★ No funds will be released until the signed and dated contract has been executed.
- ★ For grants awarded at \$25,000 or less, the Illinois State Library will authorize the release of awarded grant funds upon execution of the signed and dated contract with the applicant showing proof of expenditures on the periodic reports and the final report.

**The Illinois State Library Will Not Approve the Following Uses of LSTA Grant Funds**

- ★ Construction, wiring, and capital improvements to the building. This includes installation and wiring to set up equipment purchased, i.e.: mounting of an LCD Projector on the ceiling, Smart Board or monitor on the wall. Installation and wiring should be covered with local contributions.
- ★ Conferences including travel to attend and registration costs.
- ★ Continuations or to sustain existing programs.
- ★ Databases or subscription electronic resources through the Web (E-Resources).
- ★ Cash donations or contributions using LSTA grant funds.
- ★ Duplication or cross over with other FY2010 grants offerings.
- ★ Food and refreshments, but these costs can be considered a local contribution.
- ★ Furniture.
- ★ General local responsibilities. The library must open the doors, pay utilities, hire staff and use local funds for basic library services.
- ★ General marketing or promotional materials to publicize the library including general promotional items, memorabilia, gifts and/or souvenirs.
- ★ Indirect costs and/or overhead.
- ★ Magazines, periodicals, or serials.
- ★ Marketing, advertising and public relations designed solely to promote the library in general.
- ★ Meetings or other events related to non-LSTA grant activities of the organization.
- ★ Out of state travel. Regardless of the purpose, library staff may not use LSTA funds to travel out of state. An out-of-state trainer or speaker may be brought to Illinois.
- ★ Personal items such as t-shirts, water bottles, coffee mugs.
- ★ Stand-alone circulation systems or bibliographic platforms. Illinois has a long-standing history of resource sharing. Circulation systems that are stand-alone do not support statewide resource sharing.
- ★ Subscriptions, warranties, maintenance contracts or licensing fees that fall outside the timeframe of the grant project.

### **Hiring Staff, Individuals, or Agencies on Contract**

If appropriate and necessary for the success of the project, personnel and professional contracts may be paid with either LSTA grant funds or as a local contribution with agency funds.

- ★ If individuals or contracts are paid with LSTA funds, it must be for actual time spent working on the project.
- ★ Personnel: Salary and LSTA grant funds may not be earned at the same time. In other words, no double dipping or overlap of payment is allowed. An individual, including full time staff, may be paid with LSTA grant funds for actual time spent working on grant activities, as long as they are not earning salary concurrently. An agency may pay project staff and recover staff salaries (and benefits) for the actual time that individual works on the grant project.
- ★ A part time employee of the library may have hours added for work on the grant project, and those hours spent working on the project can be paid with LSTA funds.
- ★ LSTA funds may **not** be used for purposes other than the approved, funded grant activities. Personnel or contractual arrangements to assume non-grant related duties of or to substitute for a staff person working on the grant activities are not allowed as grant expenses.
  - ✓ As an example: a school librarian (project director) working on a grant project may not hire a sub, with LSTA funds, to work in the library while the project director is out of the building working on grant activities. (Because the sub is not working on the grant project.) But, the school district can hire a sub with local funds and pay the school librarian (project director) with LSTA funds for time spent working on the grant project.

### **Attachments to the Grant Application**

- ★ If an outside agency is providing funds or in-kind contributions, attach a memorandum of understanding from them to confirm their financial commitment. The memorandum of understanding must quantify either the monetary contribution or define the in-kind contributions.
- ★ Attach any additional documentation that communicates the library's commitment to the success of the project.
- ★ For the READ grant, because computers and Internet access are not allowable LSTA expenses, Children's Internet Protection Act (CIPA) certification is not required.
- ★ Generic letters of support from legislators or letters expressing general endorsement of the proposal are neither necessary nor encouraged.
- ★ Do not attach resumes of staff.

### **REVIEW PROCESS**

- ★ The review process is competitive. Each application must stand on its own merit and is evaluated based on the information provided in the application.
- ★ The staff of the Illinois State Library and teams of reviewers will evaluate all applications. Final recommendations for funding are made by the Illinois State Library with the grant awards subject to approval by the Secretary of State and State Librarian.
- ★ Only the awarded grant applications shall be considered public information. Working papers, individual reviewer's comments, notes, and scores are not public information. A summary of the review comments will be shared with the applicant.

### **Final Selection Process**

Applications will be funded that best meet the purpose of the grant offering and that address one or more of the goals in the *Illinois State Library's Long Range Plan for the Use of LSTA Funds FY2008 – 2012*.

As determined by the proposed purpose of the project, this grant offering supports:

- ★ Goal 3: Position libraries to further a literate Illinois by creating a reading culture that encourages reading fluency for recreation or education.

Obligations of the Illinois State Library to fund this grant program will cease immediately without penalty or further payment being required if the Institute of Museum & Library Services or the US Congress fails to appropriate or otherwise make available sufficient funds. Award notification will be released when legislative and gubernatorial approval of an FY2010 appropriation is made.

**Selection factors that will be taken into account include:**

- ★ Availability of LSTA funds.
- ★ Submission of a complete application meeting the deadline.
- ★ Extent to which the proposed grant activities represent an allowable, allocable and reasonable use of the funds.
- ★ Projects that address the *Strategic Plan for Technology and Telecommunications: Action Plan* and lead to models that can be replicated in other locales.
- ★ Reviewers' working papers.
- ★ Geographic distribution of the proposed grants awards.
- ★ Applicant's past grant performance.
- ★ Possible duplication with other state funded initiatives.
- ★ Earliest date and time of receipt of the complete application.
- ★ Pre-contract negotiations between the Illinois State Library and the grant applicant will clarify any issues raised during the review process. Not all applicants contacted during the pre-contract negotiations will receive an award. ISL reserves the right to change the grant amount as appropriate.

**GRANT TIME FRAME**

January 2009	Application information available for grants
<b>March 31, 2009</b>	<b>LETTER OF INTENT deadline</b>
<b>May 1, 2009</b>	<b>COMPLETE APPLICATION deadline</b>
September, 2009	Grant awards announced
October 1, 2009	Grant activities begin
October 2009	Required grant management workshop for Project Directors
June 30, 2010	All funds encumbered
August 15, 2010	100% of encumbered funds expended; all grant activities end
September 1, 2010	Deadline for Final Report submitted by e-mail.

**ACCOUNTABILITY**

- ★ Grant recipients are expected to adhere to the activities in the approved application.
- ★ Grant recipients must file reports in a timely manner as outlined in the reporting manual provided by the Illinois State Library. Failure to comply may result in:
  - ✓ The library agency will be required to return the grant monies.
  - ✓ The library agency will be ineligible for competitive grants for one year.

**TO APPLY**

***An online Letter of Intent is required. Click on the "Application" for instructions.***

**Letter of Intent Deadline: March 31, 2009**

**Application Deadline: May 1, 2009**

***Applications must be legibly postmarked OR hand-delivered prior to 4:30 p.m.***

Mail one original and 15 copies (total 16) to: LSTA Grant Program  
Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796

**OR**

Hand-deliver one original and 15 copies (total 16) to: Room 410 (Library Development Group, 4<sup>th</sup> floor)  
Gwendolyn Brooks Building  
Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796

- ★ Staple each copy of the application with the Grant Application Cover Sheet listing the grant number "10-xxxx" as page 1. Do not use special bindings or notebooks.
- ★ To ensure timely delivery, please use Fed Ex, UPS or first class mail.
- ★ No applications will be accepted after the deadline.
- ★ No facsimile applications or electronic applications will be accepted.
- ★ Incomplete applications will not be considered for funding.

**QUESTIONS?**

Contact the Illinois State Library at 1-800-665-5576. When prompted, select extension 1 for the Library Development Group.

Send questions by e-mail to: [kegan@ilsos.net](mailto:kegan@ilsos.net)