



Family Literacy Library Services Program

"Ready to Read at New York Libraries through Public Library Systems"

Application Guidelines and Requirements: 2016-2019

Application Deadline: **Wednesday, April 6, 2016**

OVERVIEW

The New York State Library announces "*Ready to Read at New York Libraries through Public Library Systems,*" a 2016-2019 Family Literacy Library Services formula allocation program to help public library systems work with libraries and other partners to significantly improve the quality of public library early learning services. The overall theme and purpose of the 2016-2019 Family Literacy Library Services Program is to increase the number of public libraries statewide with the expertise and resources to assist families with young children in developing the early literacy skills needed to succeed in the school years ahead. Projects should focus on training library staff in all five components of the *Ready to Read at New York: Early Childhood Public Library Staff Development Program* as well as assisting local libraries and branches in creating plans and implementing projects based on the skills learned through this staff development program. This 2016 -2019 program will provide funding to public library systems only. Funds will not be awarded directly to public and association libraries during this program cycle.

What is the "*Ready to Read at New York Libraries through Public Library Systems*" Family Literacy Library Services Program?

The Family Literacy Library Services Program with the theme of early literacy development through public libraries, is a State-funded program which helps libraries offer services which will improve parents' and caregivers' ability to develop crucial early literacy skills in their children. The program is based in Education Law § 273 1 h (3), and Commissioner's Regulations 90.3 (m). Education Law provides up to \$300,000 annually for this program.

How much funding is available to public library systems for 2016-2019?

The 2016-2019 program cycle will run from July 1, 2016 through June 30, 2019 with funds provided annually. Funds will be allocated to public library systems based on a formula approved by the State Education Department. (For system Family Literacy formula allocations see:

<http://www.nysl.nysed.gov/libdev/familylit/allocation.htm>. These allocation amounts are based on statutory funding levels. Actual appropriations available for 2016-2017, 2017-2018 and 2018-2019 will be determined in the State budget, which is scheduled for adoption by April 1 of each year. If a public library system does not submit an eligible project proposal, the unused funds will be allocated proportionally among the approved public library system projects according to the Family Literacy Library Services Program formula.

While there are no local matching requirements for these Family Literacy Programs, public library systems will be expected to report on how they have leveraged State funds and to report system and member library in-kind and matching contributions in the final report for each year of the project.

Who can apply?

Applicants for this funding cycle will be public library systems. Public library systems may collaborate with member libraries, other library systems, and organizations with similar early learning goals. In all cases, payments will be made directly to public library systems and the system will be entirely responsible for budgets, appropriate use of funds, and all reporting requirements. Applicants are required to identify a project manager at the library system who will also be the contact person for project reports and budgetary information.

What types of projects are eligible for funding?

The 2016 – 2019 project proposals must enhance early literacy staff training and early literacy public library programs for families. Proposals eligible for funding will support staff development through the New York State Library early literacy initiative *Ready to Read at New York Libraries: Early Childhood Public Library Staff Development Program*. This staff development program focuses on the acquisition of skills needed to identify and serve all families with young children as well as provide library staff, families and caregivers with the knowledge they need to prepare young children for their school years. In addition, proposals eligible for funding can provide resources for library programs for families with young children.

Library systems may develop system-wide projects or may partner with other systems for regional or statewide projects that enable staff from all libraries to take part in the *Ready to Read at New York Libraries: Early Childhood Public Library Staff Development Program* and gain skills in the five foundation components. Building on the knowledge acquired through participation in the Early Childhood Public Library Staff Development Program, library systems may use funds to assist public libraries in carrying out their early literacy-related services. All libraries that participate in training and that provide these services will report to the system and will follow the same fiscal guidelines as the system which has received the funds.

- Eligible projects will include components for training library staff as well as well as enhancing early literacy services for families, including parents and/or caregivers and young people.
- Eligible projects will include a plan for training library staff in the five Foundation Components of *Ready to Read at New York Libraries: Early Childhood Public Library Staff Development program* as well as resources to enable member libraries to implement the skills they have acquired through the training: creation of individual library Early Literacy Community Asset Analysis, creation and implementation of an individual library Early Literacy Partnership and Outreach Plan, Workshops in "Every Child Ready to Read 2", supplies and equipment to create welcoming Early Learning Spaces in libraries.
- Eligible projects will include the application narrative, budget narrative and the timeline showing project plans for all three years.

What are some examples of best practices for "Ready to Read at New York Libraries through Public Library Systems" Family Literacy Library Services project activities?

- Programming that assists staff at libraries to gain early literacy expertise through training in the five foundation components of *Ready to Read at New York Libraries: Early Childhood Public library Staff Development*
- Programming and activities that bring previously non-library-using families and early childhood organizations into the library and encourage them to become lifelong library users.
- Projects that include partnerships with childcare providers, pre-schools, school, and/or early childhood organizations and with *Ready to Read at New York Libraries* partners such as: Head Start, NYS Infancy Leadership Circles, Public Broadcasting Stations, Reach Out and Read. For partnership information visit the Ready to Read at New York Libraries website - [Partner Organization Page](#).

- Library services and materials for underserved populations including off-site services
- Projects that develop and/or test evaluation tools for library services to parents, young people and caregivers

USE OF FAMILY LITERACY LIBRARY SERVICES FUNDS

Project Funds May Be Used For:

- Contracts for project services, e.g. programs, planning, publications, trainers, evaluators
- Stipends to member libraries for staff to attend *Ready to Read at New York Libraries* foundation training sessions
- Early Literacy library materials for children ages birth to Kindergarten age and/or parents
- Project equipment
- Project supplies
- Project publicity
- Project-related travel
- Evaluation and publication of a report for project replication
- Other purposes directly related to project success

Project Funds May Not Be Used for:

- Personnel costs (salaries and/or benefits)
- Replacing system or library operating funds which are already used to support ongoing programs and services
- Building modification, construction or renovation
- Overhead and administrative costs.

PROJECT APPLICATION REQUIREMENTS

Online Application

All application materials, program reporting information, and contact information for a project manager must be entered into the project application software. The project manager is responsible for completing all application and reporting information. All forms must be printed from the software for submission to the New York State Library.

Project Manager and Project Contact

The public library system must agree to identify a project manager who is employed by the library system, has expertise in this area, and who will also be the project contact person. Each applicant will also agree to immediately notify the New York State Library’s Family Literacy Library Services Program Manager, and update the information in the application software, if the project manager changes or if contact information changes. Project managers are responsible for conveying this information to all partners and participants.

Community Need

Documentation of a need in the community for increased early literacy services and enhancement of public library staff early literacy skills.

Training Plan

The application must include a roadmap, covering the full three years of the program that will outline local library and/or branch participation in *Ready to Read at New York Libraries: Early Childhood Public Library Staff Development Program*. This should include training in the 5 Foundation Components as well as any additional early literacy training the system chooses to offer.

The chart below, adapted from the State Library’s *Ready to Read at New York Libraries: Early Childhood Public Library Staff Development Program*, outlines the State Library’s timeline for the Training Cohort to train library staff in each of the 5 Foundation Training Components.

TIMELINE for LIBRARY STAFF TRAINING ACTIVITIES

When library staff will be trained

2016-2017		2017-2018	2018-2019
Summer & Fall	Spring	Year-round	Year-round
<i>ELCAA</i>	→	→	→
<i>SYF</i>	→	→	→
<i>P&O</i>	→	→	→
<i>SPA</i>	→	→	→
	<i>ESFYC</i>	→	→

LEGEND:

→ Staff training sessions beginning and continuing

ELCAA: Early Literacy Community Asset Analysis

SYF: Strengthening Young Families through Early Literacy practices

P&O: Strategies for Successful Partnerships and Outreach to Families with Young Children

SPA: Early Learning Spaces

ESFYC: Everyone Serves Families with Young Children

All Training Cohort members will have been trained in the first 4 of the 5 Foundation Training Components of the *Ready to Read at New York Libraries: Early Childhood Public Library Staff Development Program* before July 2016. They will receive training in the 5th and final component in the Fall of 2016 and will receive continual professional development through an annual Early Literacy Summit.

Project Evaluation

Family Literacy Library Services projects will demonstrate that the project is effective in meeting the early literacy needs of families with children ages zero to Kindergarten age as well as staff training needs to identify and provide high quality library services to this target audience.

In addition to the prescribed State Library quantitative and qualitative measures for staff training, the application must include an evaluation plan for the project consisting of quantitative and qualitative measures and an explanation of how evaluation results will be used.

The evaluation plan must include outputs and outcomes.

- **Outputs** are a direct program product such as number of workshops given, number of participants served, and types of materials developed. Outputs are typically measured in numbers because they are basically quantitative.
- **Outcomes** show changes in the target audience skills, attitudes, knowledge, behavior or status as a result of the activities of the project. Measuring outcomes requires project planners to focus on the desired change for the participants and plan for how best to measure that change.

More information on outcome-based evaluation measures

Promotional Plan

Description of a means for disseminating information about project design, implementation, results, and potential for replication should be included.

Publications and Other Products

By completing and submitting the application, the applicant agrees to the following requirement: All products, regardless of format or method of distribution and including Internet web sites, which are created totally or in part under a Family Literacy Library Services Program, will include the following acknowledgement:

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

Project managers are responsible for conveying this information to all partners and participants.

APPLICATION PROCESS

The application process for the 2016-2019 "Ready to Read at New York Libraries through Public Library Systems," Family Literacy Library Services Program will be online by mid-February. System staff will need to [obtain a user name and password](#) in order to access the online application. All applications will be submitted online. The application covers all three years of the program and must include:

- Project Manager and additional contact
- Narrative- each narrative section should be limited to one page in length.
 - Abstract- a brief one-paragraph synopsis of the project's purpose and target group suitable for sharing with the general public.
 - Need, Target Audience
 - Project Need and Target Audience- Provide documentation of a need in the community for such a project.
 - Project Description-
 - Project Goals and Objectives- What are the project's goal(s) and objective(s).
 - One goal and/or objective must relate to participation of libraries and library staff in *Ready to Read at New York Libraries: Early Childhood Public Library Staff Development Program*.
 - Activities- Briefly describe the activities planned to accomplish each objective
 - Training Plan- A roadmap, covering the full three years of the program that will outline libraries' participation in *Ready to Read at New York Libraries: Early Childhood Public Library Staff Development Program*.
 - Timetable- Provide a time-line of project activities for all three years.
 - Evaluation
 - Project Outputs- What will you measure to provide quantitative data about your project's service or product outputs?
 - Project Outcomes- What will you measure to show the outcomes or impact of your services or products on the identified target population?
 - Measuring Project Outcomes- How will you measure the outcomes?

- Budget– each narrative section should be limited to one page in length
 - Funded categories are limited to: Purchased Services, Supplies/Materials, Equipment, Travel.
 - Describe how program funds will be used to support the project activities and contribute to program goals.
 - List monetary amounts anticipated for each of the 3 years of the program for each funded category.
 - Other Funding Sources- List the dollar amount and source of other funds or in-kind services, provided by the applicant and any partner separately for each year, to be used to carry out the project.

PROJECT REPORTING

Final Reports for each year will be submitted online and will be due:

- For the period July 1, 2016 – June 30, 2017 (due July 31, 2017)
- For the period July 1, 2017 – June 30, 2018 (due July 31, 2018)
- For the period July 1, 2018 – June 30, 2016 (due July 31, 2019)
- Final reporting for entire three year cycle for period July 1, 2016 – June 30, 2019 (due July 31, 2019)

Timeline

Task	Date/Time
Applications are due	Submit online by Wednesday, April 6, 2016
Applications Approved	June 2016
Official Project Start Date	July 1, 2016

APPLICATION SUBMISSION

- **Submit application online by **April 6, 2016.****

NOTE: Applications will be submitted through the online system– no other form of submission will be accepted.

TO APPLY:

- Obtain a username and password.
- Login and follow directions to begin the application.

FOR MORE INFORMATION:

- Please email any questions about these guidelines or the 2016-2019 Family Library Literacy Library Services Program to: DLDLP@mail.nysed.gov