



Family Literacy Library Services

A New York State Library Family Literacy Grant Program Announcement and Guidelines – 2011 – 2013

Projects for 2011 – 2013

Application Deadline: Friday December 10, 2010

The New York State Library announces a 2011-2013 grant program to help public libraries and public library systems develop or expand library services to parents, children, and caregivers.

The Family Literacy Library Services program is a State-funded, competitive grant program providing up to \$300,000 each in years 2011-2012 and 2012-2013 for family literacy library projects. The funds for 2011-2012 and 2012-2013 are determined in the State budget, which is scheduled for adoption by April 1 of each year. The grant cycle runs from July 1, 2011 through June 30, 2013.

Applicants must be public libraries or public library systems. Libraries and systems are encouraged to collaborate with other libraries, library systems, schools, cultural organizations, community groups, social service agencies and local businesses for public library-based programs. Letters of support from partner organizations are welcome and are to be submitted as attachments to the online application.

ONLINE APPLICATION

The application process for the 2011-2013 Family Literacy program is online. For information about the program and a link to obtain user name and password:

<http://eservices.nysed.gov/LDGrants/ldgext/litRegistration.do>

The application must be submitted online and the following documents must be submitted in paper format with original signatures:

- 1) Cover page—requires original signature of applicant (library or system) director. Submit three, each with original signature, in blue ink.
- 2) Board certification—requires original signature of applicant board president (library or system). Submit three, each with original signature, in blue ink.
- 3) Budget forms: Form FS-10 as part of the application. Later in the cycle Form FS-10A (if any amendments are necessary) and Form FS-10F (final budget). Submit three forms, each with original signature, in blue ink.

NOTE: For the initial application, submit three FS-10 forms for each project year, each with original signature, in blue ink.

Please note the following:

1. The project cycle will cover the period from July 1, 2011 through June 30, 2013. The official project start date is July 1, 2011.
2. Each application will require submission of FS-10 Budget forms – three FS-10 Budget forms, each with an original signature for FY 2011-12, and three FS-10 Budget forms, each with an original signature, for FY 2012-13.

NOTE: Unexpended funds from 2011-12 cannot be used in FY 2012-13 except if a change has been announced by the State Library to the year one funding calendar.

3. Projects must include components for families, including parents and/or caregivers and children.

PROJECT PURPOSE:

- Enable public libraries and their community partners to offer programs, services, and materials to encourage family literacy activities.
- Support the Regents Learning Standards which require that students be exposed to and learn to express themselves for academic, social, and citizenship purposes. For information on the Regents Learning Standards see: <http://www.p12.nysed.gov/ciai/cores.html>
- Help families use the public library as an integral part of their child's literacy development.
- Develop models for planning, evaluation, and community needs assessment.

EXAMPLES OF PAST PROJECTS:

- Encouraging Math and Science Literacy in Toddlers trained librarians, parents and adult educators to use stories, rhymes and songs to introduce young children to basic science and arithmetic concepts.
- Familias y la Biblioteca offered early literacy programs and library activities for Latino immigrant families with preschool children. It included a component for library staff, Spanish language classes, as well as opportunities for parents and young children.
- Family Stories: Past, Present & Future partnered with a senior center, a historical society and county genealogical society to help families research and record family histories and stories and write journals.
- Get Graphic: Building Literacy and Community with Graphic Novels engaged youth from 14 – 18 with community partners including a university, school district, media outlets and an art gallery. Teens and their parents plus project partners were involved in a series of innovative programs to explore the appeal of graphic novels and their educational roles.

- Hands-on Discovery Learning Centers were developed modeled on Multiple Intelligence Theory to promote early literacy competencies in three- and four-year-old children.
- Kindergarten Readiness programs for parents and preschoolers developed pre-literacy skills with supporting resources materials in a variety of media.
- Literacy Outreach Project incorporated library literacy programs such as story times and rotating collections into the services provided by local partners including the Housing Authority and Visiting Nurses.
- Male caregivers attended early literacy workshops and learned to read books and share their own stories with their children.

For additional program ideas, see reports on previously funded Family Literacy Library Services projects: <http://www.nysl.nysed.gov/libdev/familylit/index.html>

WHAT CAN BE FUNDED?

- Partnerships with pre-school, school, parent, and/or community organizations
- Library services and materials for underserved populations including off-site services
- Development of model planning or evaluation tools for library services to parents and children and caregivers.
- Projects that support and promote the Regents Learning Standards
- Library materials for children and/or parents
- Project equipment
- Project personnel
- Supplies
- Contracts for services, e.g. planning, publications, project assistance
- Evaluation and publication of a report for project replication
- Other purposes directly related to project's success

GRANT FUNDS MAY NOT BE USED

- To replace funds for existing programs or staff.
- For building modification, construction.
- For overhead and administrative costs.

TWO-YEAR PROJECTS

- The first year will include such activities as: partnership development and coordination, start-up activities, developing evaluation tools and beginning of project activities. The second year continues implementation, builds on first year results and evaluates results of the entire project.
- The application narrative, budget narrative and the timeline must show project plans for both years.
- Grant funds are awarded annually as required by law. The annual award minimum is \$10,000 and the maximum is \$45,000.

REPORTING

- Project Directors are required to respond to periodic e-mail questionnaires on the grant's progress, changes and any problems throughout the grant year.

NOTE: Any changes in project director or key staff must be reported immediately to the Family Literacy Program Coordinator at the State Library.

- An Interim Report is required in April of 2012 to cover the initial months of the project. After submission and approval of the Interim Report, 90% payment for Year Two of the project can be released pending availability of funds through the New York State budget.
- A Final Narrative Report and a Final Expenditure Form (FS10-F) will be required at the end of each fiscal year. After submission and approval of the Final Report, the final 10% payment can be released pending availability of funds through the New York State budget.
 - a) for the period July 1, 2011 – June 30, 2012 (due July 31, 2012)
 - b) for the period July 1, 2012 – June 30, 2013 (due July 31, 2013)

WHO CAN APPLY?

- Public and association libraries that are members of a public library system
- Public library systems

HOW MUCH MAY BE REQUESTED?

- The minimum amount that may be requested is \$10,000 per year.
- The maximum amount that may be requested is \$45,000 per year.

PROJECT EVALUATION

Family Literacy Library Services projects will demonstrate that the project is effective in meeting the needs of children and their parents or caregivers.

Each Family Literacy Library Services project must have an outcome-based plan for evaluation in place at the beginning of the project so those involved in the activities will know how to gather data to assess the results. The plan must be described in the application and evaluation activities must be included in the project timeline.

The applicant and partners should focus on desired results for the users of the project services or products. The evaluation plan will answer at least two questions:

- "How will the library know the project is successful or achieves the desired results for the users?"
- "What will the library measure to help determine the project's success?"

Applicants must choose measures that document both 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.

For more information on outcome-based evaluation measures see:

<http://www.nysl.nysed.gov/libdev/obe/index.html>

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 websites, which are created totally or in part under Family Literacy Library Services grant must 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 grant program."

In addition, flyers and other announcements of library programs and services must carry an acknowledgement such as the following:

"Supported by (or "in part by") funds from the New York State Library's Family Literacy Library Services grant program."

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

Evaluation Criteria and Award Methodology

Each application will be scored and rated individually by at least two reviewers (who may be from outside the State Education Department) according to the points indicated in the Application questions and noted below. When all review forms have been submitted, State Library staff will produce a list of applications in order by average score and a list in order by average rating (see below for definitions of score and rating).

The State Library staff may ask for a meeting of reviewers to discuss the strengths and weaknesses of applications. If, after that meeting, individual reviewers change their scoring or rating of specific applications, the State Library will collect that information and will rank in order by average score and average rating. An application must receive a final average score of at least 60 to be considered for funding.

Funds will be allocated first to applicants with the highest score, then to applicants with the next highest score, then to other applicants in succeeding order from highest to lowest. Applicants will receive funding for the maximum amount of their allowable budget until funding runs out.

If there is a tie between the scores of two or more applications AND there is insufficient funding for all the applications at that score, then the application with the higher average rating will be used to break the tie. The applicant with the higher average rating will receive funding up to the higher of (a) funds remaining in the State Literacy program (as long as the State Library determines that a viable grant project can be operated for that amount of funding) or (b) the maximum amount of the allowable budget.

After the award allocation has been completed, a recommended list of awards will go to the Coordinator of Statewide Library Services for review and then to the State Librarian for final approval. Following the State Librarian's approval, the awards will be forwarded to the State Education Department's Grants Finance office for payment.

Definitions:

Score: Each question in the grant application is worth an assigned number of points. Using a review form, each reviewer scores each application. The maximum score is 100.

Average score is the average of the reviewers' scores.

Rating: After scoring each application, each reviewer gives the application an overall rating using the following scale:

- Highly Recommended 9 or 10 points;
- Recommended 6, 7, or 8 points;
- Not Recommended 2, 3, 4, or 5 points;
- Not Eligible 1 point.

Average rating is the average of the reviewers' ratings.

Narrative questions have the following points assigned:

Total possible score-100 points

Question	Section of the Narrative	Points
1	Abstract	5
2	Planning/ Need/ Target Audience/ Collaboration	20
3	Project Description	25

4	Evaluation/ Outcomes	20
5	Continuation and Statewide Dissemination of Results	10
6	Budget Narrative	20
	Total	100

Payment Schedule

For year 1, the first payment of 90% will be released when the FS-10 Budget Form has been processed and funding is available for the program. The final 10% will be paid upon receipt and approval of the Final Narrative Report and the (FS-10-F) Final Expenditure form at the end of Year One when funding is available for the program. For Year Two, the first payment of 90% will be released after the Interim Report is approved and funding is available for the program. The final 10% for Year Two will be paid upon receipt and approval of the Final Narrative Report and Final Budget Expenditure and when funding is available for the program.

NOTE: The actual payment schedule and final amounts available for the Family Literacy Library Services Program grants depend on passage of the New York State budget and the final allocations made by the New York State Legislature.

Timeline

<u>Task</u>	<u>Date/Time</u>
Deadline for submission of applications	<u>Submitted online</u> to the Division of Library Development by 5 p.m. on Friday December 10, 2010.
Evaluation and review period	Ends January 28, 2011
Approval of awards by State Librarian	By February 4, 2011
Approved awards forwarded to SED Grants Finance	April 1, 2011 or when NYS Budget is approved.
Applicants notified of grant awards	On or after June 17, 2011

DEADLINE FOR APPLICATION SUBMISSION

- **Submit online:** completed applications must be submitted online by 5 p.m. on December 10, 2010.

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

- **Items to submit in paper format must be postmarked by 5:00 p.m. on Friday December 10, 2010:**
 - 1) Cover page (three with original signatures);
 - 2) Board Certification (three with original signatures)
 - 3) Three copies of Form FS-10 with original signatures in blue ink.

These items may be printed from the online application.

- **Mail or deliver to:** Maria Hazapis, Education Program Assistant II, New York State Library, Division of Library Development, Room 10B41 CEC, Albany, NY 12230.

TO APPLY:

- For information about the program and a link to obtain user name and password:
<http://www.nysl.nysed.gov/libdev/familylit/guidelns.htm>
- Log in to the online application and follow directions to begin.

QUESTIONS:

- Public Library System Youth Services Consultant or
- DLDFL@mail.nysed.gov
- Cassandra Artale, 518 / 474-1479

A questions and answers summary (FAQ) is posted to
<http://www.nysl.nysed.gov/libdev/literacy/faq.htm>
and will be updated through the application date.