



# **Adult Literacy Library Services**

## **A New York State Library Adult Literacy Grant Program Announcement and Guidelines – 2011 – 2013**

### **Projects for 2011 – 2013**

**Application Deadline: Friday December 10, 2010 5:00 p.m.**

The New York State Library announces a 2011-2013 grant program to help public libraries and public library systems develop or expand library services for adults in collaboration with a local literacy provider.

The Adult Literacy Library Services program is a State-funded, competitive grant program providing up to \$200,000 each in State fiscal years 2011-2012 and 2012-2013 for adult 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. Applicants must collaborate with at least one partner which is a local literacy provider, such as: schools, colleges, volunteer groups or other not-for-profit recognized literacy providers. 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 Adult 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 is submitted online. However, 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 signatures 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 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 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 serve adults, age 16 or older, who are not attending school full-time.
4. Projects are required to emphasize basic literacy skills; i.e., minimum skills needed to read and comprehend English through the 6<sup>th</sup> grade level or necessary to obtain a GED.
5. Projects must be jointly planned and coordinated with an organization that provides literacy instruction to adults.

### **PROJECT PURPOSE**

- Help libraries to become an integral part of local literacy services provision and resources.
- Strengthen cooperation among local literacy providers with the public library as a lead partner.
- Assist adults to become literate through library-based programs.
- Improve workforce preparation. Skills needed for employment, including literacy and self-sufficiency, are recognized as essential components of the Federal Workforce Investment Act. Adult literacy projects make libraries part of the network that helps underemployed and unemployed workers with their literacy needs.
- Bring non-library users into the library through literacy programming.

### **EXAMPLES OF PAST PROJECT TOPICS**

- English for speakers of other languages (ESOL) classes
- Basic adult literacy classes and supporting materials
- Training for adult education professionals and volunteers
- Computer literacy for basic life skills
- General equivalency diploma (GED) tutorials
- Literacy skills classes for learning disabled adults
- US Citizenship exam preparation

**For program ideas**, see reports on previously funded Adult Literacy Library Services projects at <http://www.nysl.nysed.gov/libdev/literacy/index.html>

## WHAT CAN BE FUNDED?

- Partnership expansions and projects that establish a new collaboration are encouraged
- Collection development that supports enhanced adult literacy services
- Projects that encourage adult literacy students and their families to become lifelong library users.
- Library literacy-related materials
- Project equipment
- Project personnel
- Supplies
- Contracts for services, e.g. planning, publications, project assistance
- Evaluation and publication of a report for project replication
- Other approved 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, coordination, start-up activities, developing evaluation tools and beginning 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 and the maximum amount for annual awards is **\$20,000 per year**. The **minimum** request is **\$10,000** per year.

## REPORTING

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

**NOTE: Any changes in project director or key staff must be reported immediately to the Adult Literacy Library Services 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, a 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 \$20,000 per year.

### **PROJECT EVALUATION**

Adult Literacy Library Services projects will demonstrate that the project is effective in meeting the needs of adults 16 and older who need basic literacy services.

Each Adult 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's 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 Adult Literacy Library Services grant/contract, must include the following acknowledgement:

**"Supported by (or "in part by") funds from the New York State Library's Adult 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 Adult 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 a definition of score and rating).

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 (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**

<b>Question</b>	<b>Section of the Narrative</b>	<b>Points</b>
<b>1</b>	<b>Abstract</b>	<b>5</b>
<b>2</b>	<b>Planning/ Need/ Target Audience/ Collaboration</b>	<b>20</b>
<b>3</b>	<b>Project Description</b>	<b>25</b>
<b>4</b>	<b>Evaluation/ Outcomes</b>	<b>20</b>
<b>5</b>	<b>Continuation and Statewide Dissemination of Results</b>	<b>10</b>
<b>6</b>	<b>Budget Narrative</b>	<b>20</b>
	<b>Total</b>	<b>100</b>

## **Payment Schedule**

For Year One, 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 when funding is available for the program.

NOTE: The actual payment schedule and final amounts available for the Adult 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**

<b><u>Task</u></b>	<b><u>Date/Time</u></b>
<b>Deadline for submission of applications</b>	<b><u>Submitted online to the Division of Library Development by 5 p.m. on Friday, December 10, 2010</u></b>
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/literacy/guidelns.htm>
- Log in to online application and follow directions to begin.

**QUESTIONS:**

Contact your public library system Outreach Coordinator or

- [DLDAL@mail.nysed.gov](mailto:DLDAL@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 due date.

10/14/2010  
X/PLS Adult Literacy/2011-13/Application Packets/Adult Literacy 2011-13