



Adult Literacy Library Services Grant Program

“Workforce Development at New York Libraries through Public Library Systems”

Announcement and Guidelines: 2013-2016

Application Deadline: Thursday January 31, 2013

Overview:

The New York State Library announces “Workforce Development at New York Libraries through Public Library Systems,” a 2013-2016 Adult Literacy Library Services formula grant program to help public library systems work with libraries and other partners to develop and expand adult literacy programs which will enhance workforce development services in public libraries. The overall theme and purpose of the 2013-2016 Adult Literacy Library Services grant program is to increase the participation of adults in library literacy programs which will improve their career and educational opportunities. Adults are defined as persons over the age of 16 who are not enrolled in school. This 2013-2016 grant program will provide funding to public library systems only. Funds will not be awarded directly to public and association libraries during this grant cycle.

What is the “Workforce Development at New York Libraries through Public Library Systems” Adult Literacy Library Services Grant Program?

The Adult Literacy Library Services program with the 2013-16 theme of workforce development is a State-funded grant program which helps libraries offer services which will improve adult literacy on the job and in the home. The grants encourage libraries to become community literacy leaders and to strengthen partnerships between libraries and local literacy providers. The program is based in Education Law [§ 273.1 h \(2\)](#), and Commissioner’s Regulations [90.3 \(n\)](#). Education Law provides up to \$200,000 annually for this grant program.

How much funding is available to public library systems for 2013-2016?

The 2013-2016 grant program cycle will run from July 1, 2013 through June 30, 2016 with funds provided annually. Grant funds will be allocated to public library systems based on a formula approved by the State Education Department. (For system Adult Literacy formula allocations see:

<http://www.nysl.nysed.gov/libdev/literacy/allocation.htm>. These allocation amounts are based on statutory funding levels. Actual appropriations available for 2013-2014, 2014-2015 and 2015-2016 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 Adult Literacy Library Services Program formula.

While there are no local matching requirements for these Adult Literacy Grants, 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 grant cycle will be public library systems. Public library systems must operate their program in direct coordination with local public schools, colleges and other organizations which are operating similar adult literacy programs and are encouraged to collaborate with member libraries, other library systems and agencies. In all cases, grant 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 director 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?

2013-2016 project proposals must enhance workforce development programs in public libraries. Workforce development programs in public libraries help adults who are looking for work acquire skills needed for employment and self-sufficiency. Participating adults may use library resources for GED assistance, citizenship information; resume assistance, job seeking strategies, information on career development, and for education and training.

Library systems may develop system-wide projects or may partner with other systems for regional or statewide projects, including training about the provision of adult literacy services in public libraries. Systems may also develop projects that deliver adult literacy services through sub-grants to public

libraries. All sub-grantees will report to the system and will follow the same fiscal guidelines as the system which has received the grant funds.

- Eligible projects will include partnerships with a local public school, college or other organizations which are operating similar adult literacy programs, needs assessment, partnership development and coordination, start-up activities, development of evaluation tools and implementation of project activities, development based on first and second year results and evaluation of results of the entire project.
- The application narrative, budget narrative and the timeline will show project plans for all three years.

What are some examples of best practices in “Workforce Development at New York Libraries through Public Library Systems” Adult Literacy Grant Program project activities? Suggestions below will be incorporated into the workforce theme for 2013-16:

- Programming and activities that bring non-library users into the library
- Programming and activities that encourage adults who need literacy services to become lifelong library users
- Projects that include partnerships with literacy providers, member libraries, and community agencies
- Library services and materials for underserved populations including off-site services
- Projects that develop and/or test evaluation tools for library services to adults over 16 who are not enrolled in school and who need literacy services

GRANT FUNDS MAY BE USED FOR:

- Contracts for project services, e.g. programs, planning, publications, trainers, evaluators
- Library materials for adults over 16
- Project equipment
- Project supplies
- Project publicity
- Evaluation and publication of a report for project replication
- Other purposes directly related to project success

GRANT 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.

How does a public library system apply for a “Workforce Development at New York Libraries through Public Library Systems” Adult Literacy Grant?

The application process for the 2013-2016 “Workforce Development at New York Libraries through Public Library Systems” Adult Literacy Grant Program is online. System staff will need to [obtain a user name and password](#) in order to access the online application.

All grant applications will be submitted online. The following fiscal forms will also be submitted in paper format:

- Initial Budget: FS-10 for each year of the project: 2013-14, 2014-15, 2015-16. NOTE: Three sets of signed and dated FS-10 documents are to be delivered to the State Library by the grant application deadline. The applicant will complete the FS-10 forms in the online system (no others are acceptable), download, sign in blue ink and mail or deliver to the address below.
- Budget Amendments: FS-10A – submit an amendment if there will be a budgetary transfer of \$1,000 or more from one category to another during the course of the current year of the project. Final deadlines for the submission of such budget amendments will be established and are approximately 6 weeks before the end of each project year. Amendments may be submitted at any time up until that deadline. The applicant will complete the FS-10A forms in the online system (no others are acceptable), download, sign in blue ink and mail or deliver to the address below.
- Final budget: FS-10F – submit annually no later than July 31 in order to receive final 10% payment for each year of the project. The applicant will complete the FS-10F forms in the online system (no others are acceptable), download, sign in blue ink and mail or deliver to the address below.

Each of the above FS forms is to be completed in the online system, downloaded and submitted as follows: three originals with signatures in blue ink. These are mailed or delivered to: Adult Literacy Library Services Grant Program, New York State Library, Division of Library Development, Room 10B41 CEC, Albany, New York 12230.

What are the project reporting requirements and what is the project reporting schedule?

In all cases, grant 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.

- A Final Narrative Report and a Final Expenditure Form (FS-10F) are required at the end of each project fiscal year. In addition, a brief summary of activities and outcomes covering the entire three-year grant is due at the end of the final fiscal year. These are completed in the online system. The FS-10F is to be printed from the online system, signed and mailed to the State Library as detailed above. After submission and approval of the Final Report, the final 10% payment will be released pending availability of funds through the New York State budget. The Final Reports will be due:
 - for the period July 1, 2013 – June 30, 2014 (due July 31, 2014)
 - for the period July 1, 2014 – June 30, 2015 (due July 31, 2015)
 - for the period July 1, 2015 – June 30, 2016 (due July 31, 2016)

What is the payment schedule?

- For year one, the first payment of 90% will be released when the FS-10 Budget Form is processed by the State Education Department. The final 10% will be paid upon receipt and approval of all Budget Amendments (FS-10A), as well as the Final Narrative Report and the (FS-10F) Final Expenditure form at the end of year one.
- For year two, the first payment of 90% will be released when the FS-10 Budget Form is processed by the State Education Department. The final 10% will be paid upon receipt and approval of all Budget Amendments (FS-10A), as well as the Final Narrative Report and the (FS-10F) Final Expenditure form at the end of year two.
- For year three, the first payment of 90% will be released when the FS-10 Budget Form is processed by the State Education Department. The final 10% will be paid upon receipt and approval of all Budget Amendments (FS-10A), as well as the Final Narrative Report and the (FS-10F) Final Expenditure form.

- Grant funds are awarded annually as required by law. (See <http://www.nysl.nysed.gov/libdev/literacy/allocation.htm> for the amounts to be allocated to each library system.) Project budgets must match these amounts. Funds may not be carried over into the next project year. **All funds must be spent within 30 days of the annual project end date for each year.**
- * 2013-14 funds must be encumbered by June 30, 2014 and spent by July 31, 2014.
- * 2014-15 funds must be encumbered by June 30, 2015 and spent by July 31, 2015.
- * 2015-16 funds must be encumbered by June 30, 2016 and spent by July 31, 2016.
- 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, the final allocations made by the New York State Legislature and the approvals of multiple external control agencies.

What are the project evaluation requirements?

Adult Literacy Library Services Grant projects will demonstrate that the project is effective in meeting the needs of young people and their parents or caregivers.

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 will be described in the application and evaluation activities will 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 system know the project is successful or achieves the desired results for the users?"
- "What will the library system measure to help determine the project's success?"

Applicants will 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.

[More information on outcome-based evaluation measures.](#)

Are there any other requirements related to Adult Library Literacy Grants?

- **Project Director and Project Contact**

By completing and submitting the grant application, the public library system agrees to identify a project director who is employed by the library system and who will also be the project contact person. Each applicant also agrees to immediately notify the New York State Library's Adult Literacy Library Services Grant Program Manager if the project director changes or if contact information changes. Project directors are responsible for conveying this information to all partners and participants.

- **Publications and Other Products**

By completing and submitting the grant 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 an Adult Literacy Library Services grant, will include the following acknowledgement:

"This publication (product) was 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.

Timeline

| Task | Date/Time |
|---------------------------------|--|
| Applications are due | <i>Submit online by Thursday, January 31, 2013.</i> <i>Fiscal forms (FS-10) are postmarked or delivered to the State Library by Thursday, January 31, 2013.</i> |
| State Librarian approves awards | March 2013 |
| Official Project Start Date | July 1, 2013 |

DEADLINE FOR APPLICATION SUBMISSION

- **Submit application online by January 31, 2013.**

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

- **Fiscal forms (FS-10) may be postmarked or delivered to the State Library by Thursday January 31, 2013.**

NOTE: Submit three (3) copies of FS-10 form for each project year, each with **original signatures in blue ink** submitted via U.S. mail or another carrier or hand-delivered. These FS-10 Budget forms must be printed from the online application.

Mail or deliver to:

Adult Literacy Library Services Grant Program

Attn: Lorraine Deitz, Education Program Assistant II

New York State Library, Division of Library Development

Room 10B41 CEC

Albany, New York 12230

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 2013-2016 Adult Library Literacy Library Services Grant Program to: DLDLP@mail.nysed.gov.
- 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.

Draft 11.16.2012