

Summer Reading Program Mini-Grants

FEBRUARY 14, 2024

RI Office of Library and Information Services





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- Timeline
- Request process
- Grant management
- FAQ
- Questions

About the Grants



Reimbursement



Non-competitive



Supplies, services, and educational presenters for supporting reading and learning opportunities



Performers, food, and prizes/giveaways are not allowable expenditures



\$600 for youth activities (children & teen); must offer a youth SRP



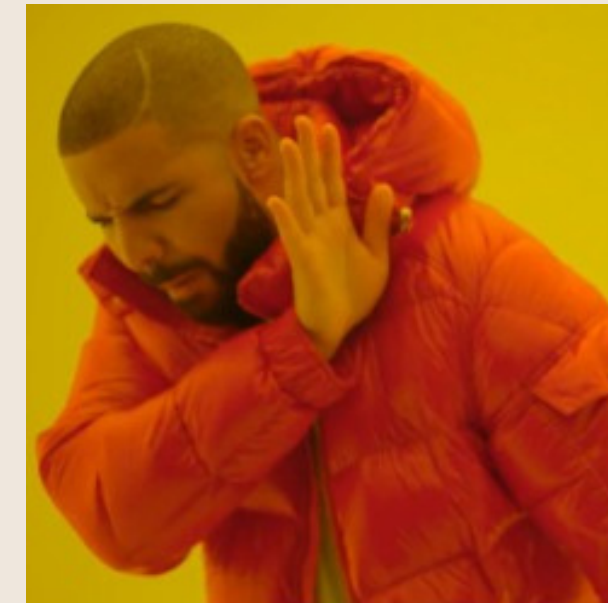
\$300 for adult activities; must offer an adult SRP



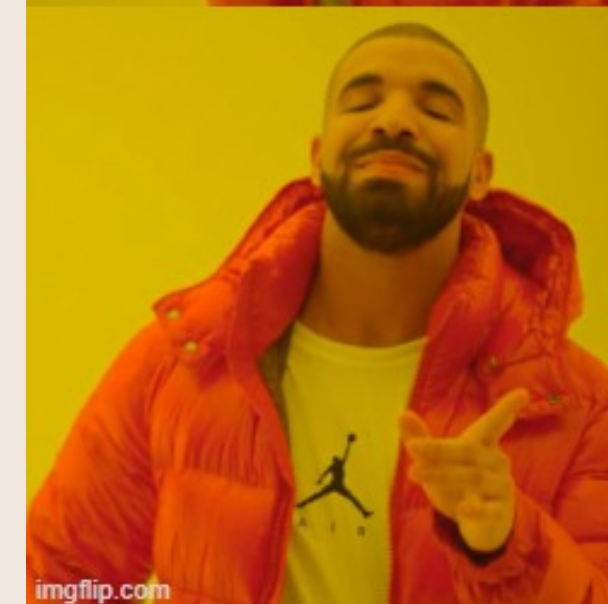
Library systems may request an additional \$300 per location for youth activities; locations must offer a youth SRP

Funding has been earmarked for every public library!

- Ask for the maximum amount your library is eligible for
- Another library will not get more money if your library does not apply
- If you do not request the maximum amount, you may not request additional funds after your application has been approved



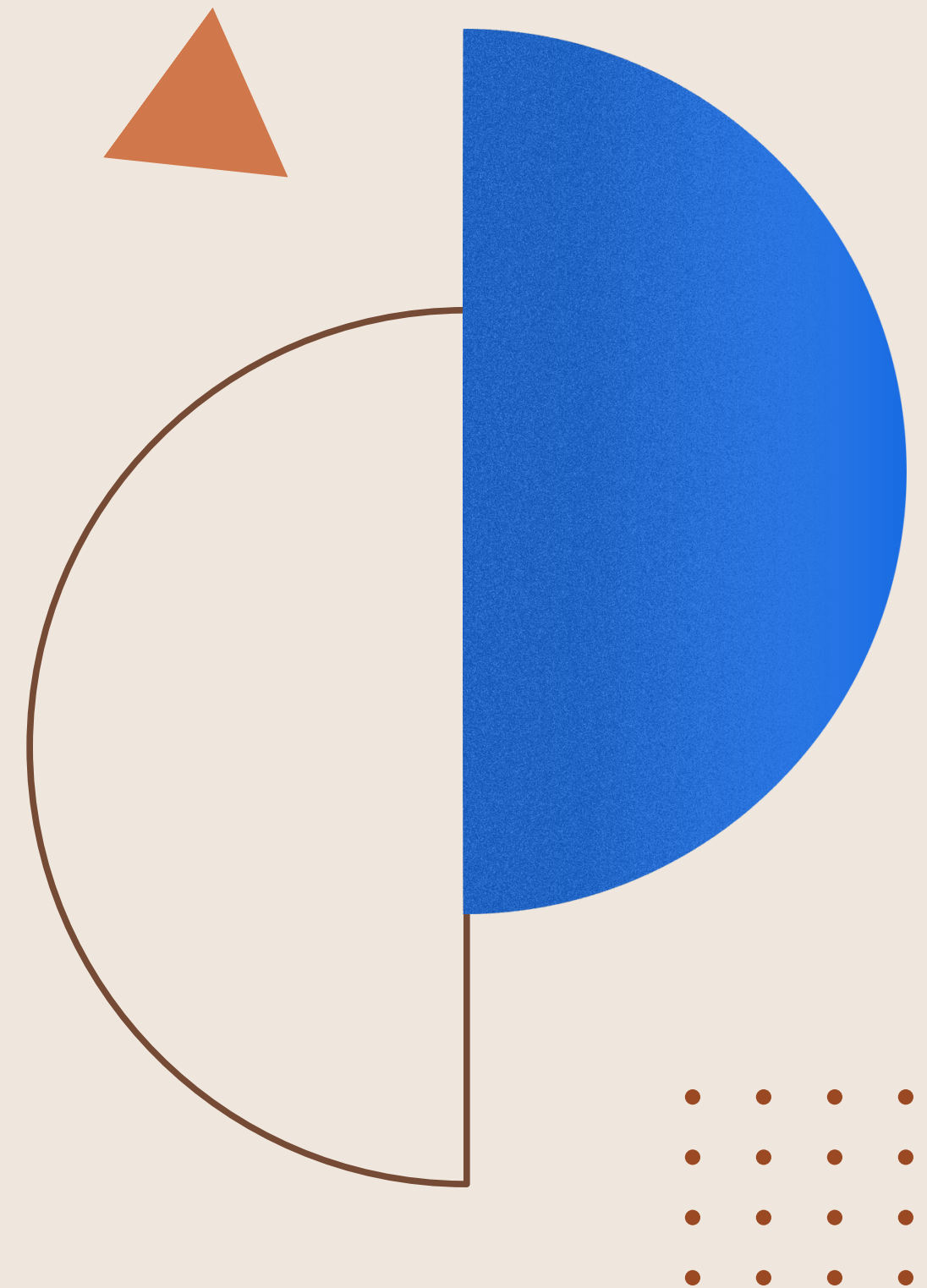
Using library money for all Summer Reading materials



Using grant money to pay for Summer Reading materials

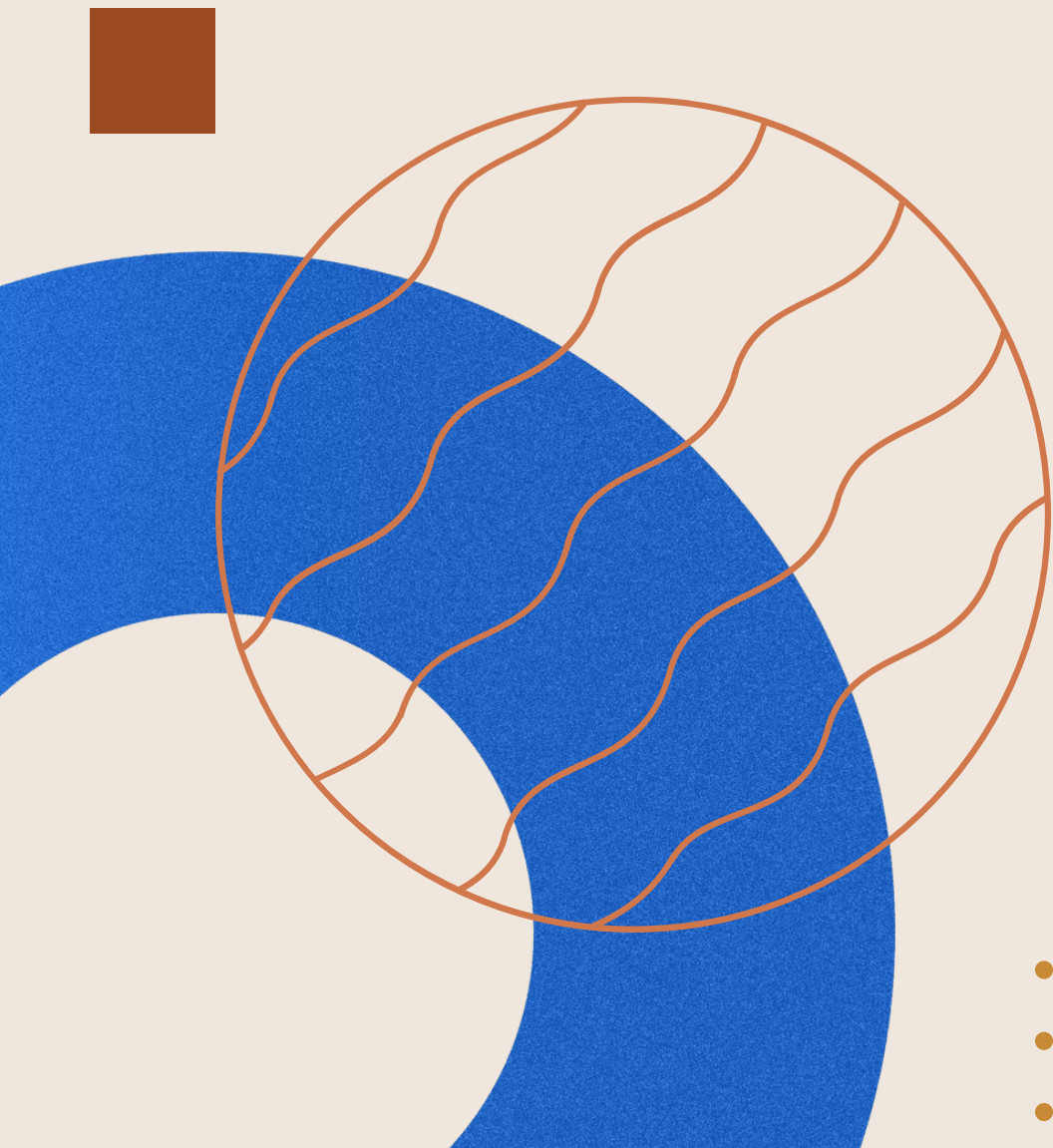
Educational Presenters

- Include learning outcomes
 - Strengthen reading skills
 - Improve critical thinking and/or knowledge on a topic
 - Build skills
- Make this clear in your request form



Activity Examples

- Book Club Kits/Book Club in a Bag
- Circulating Kits
- Educational Presentations/Workshops
- Pop-up Libraries
- Program Supplies: indoor, outdoor, virtual



Non-Allowable Expenses

- Food
- Performers
- Prizes, incentives, and giveaways
- Software and app subscriptions
- Take and make kits
- Supplies and services reimbursed under other state or federal programs
- Other expenses that do not align with the goals of OLIS' Five-Year Plan

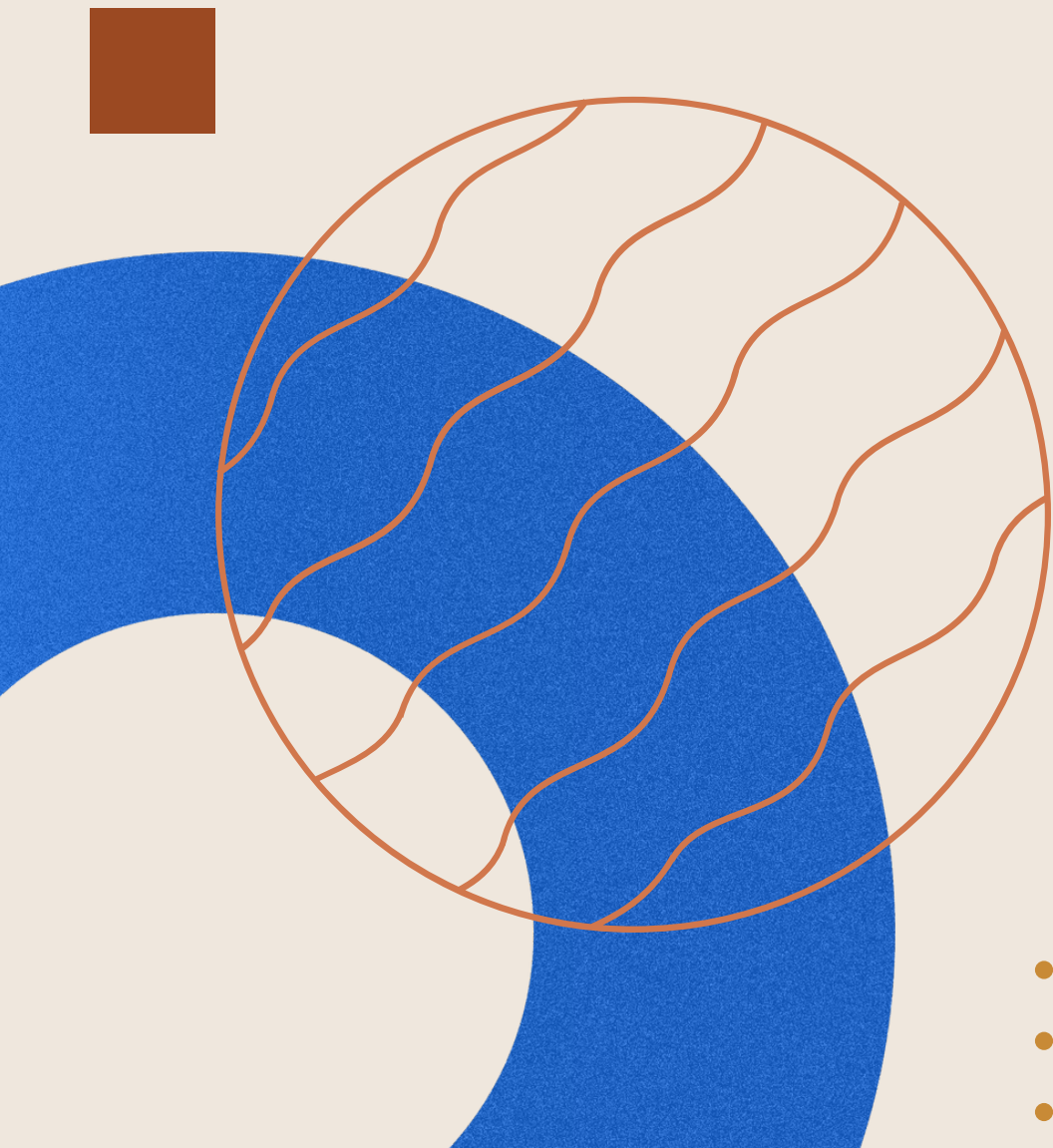


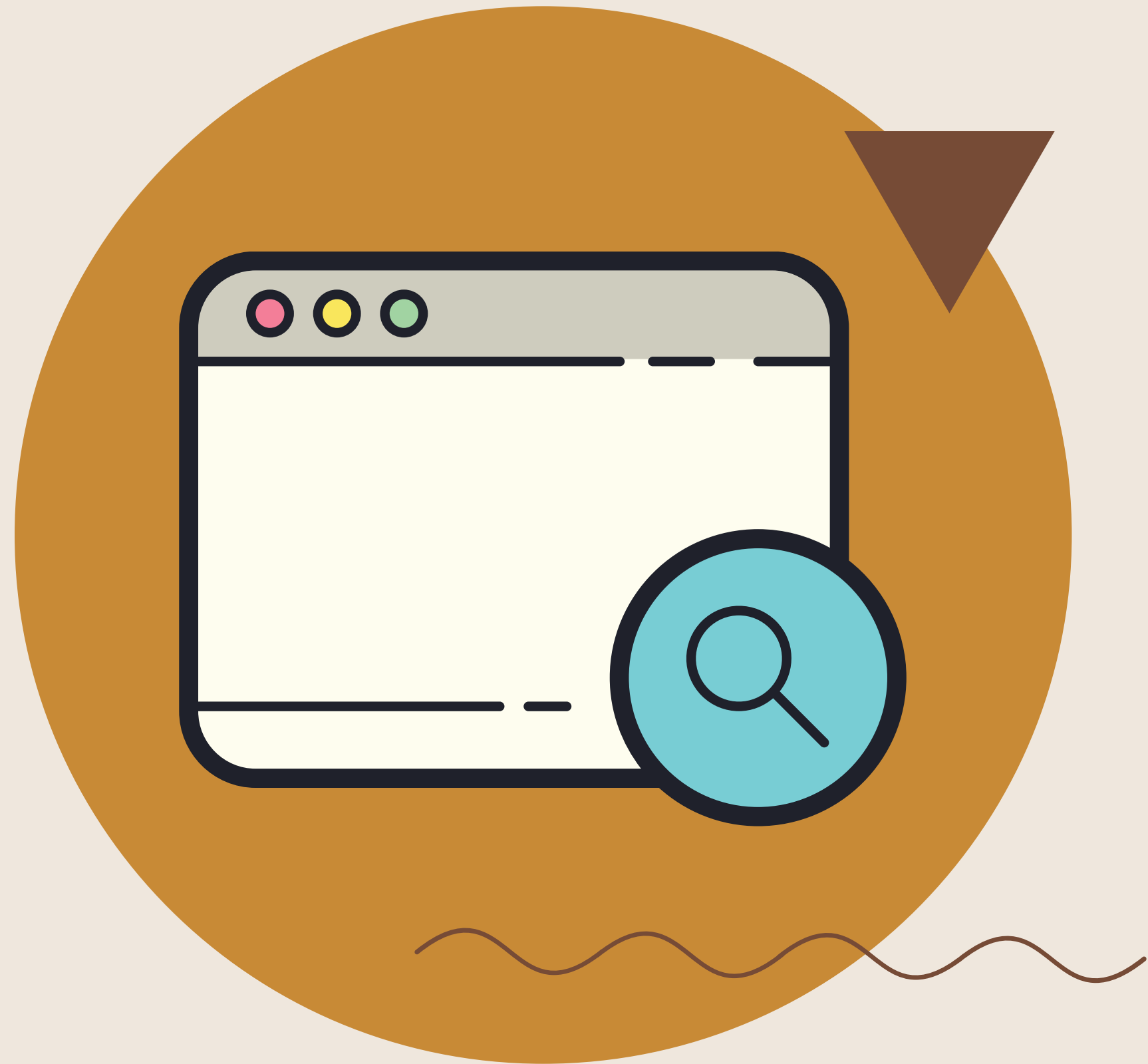
Timeline

- **February 20, 2024:** Request form available.
- **March 18, 2023:** Request form deadline. Request forms with errors or requests for non-allowable expenditures will be returned for revision.
- **March 25, 2024:** Deadline for returning revised request forms.
- **April 5, 2024:** Deadline for returning signed agreements.
- **July 19, 2024:** Deadline for receiving approved supplies and services.
- **August 16, 2024:** Deadline for hosting presenters.
- **August 19, 2024:** Deadline for submitting financial report.
- **September 23, 2024:** Deadline for submitting activity report.
- **October 7, 2024:** Deadline for submitting financial report closeout.

Grant Management

- Important documents from OLIS through DocuSign
- Receipts, expenses and reports through eCivis

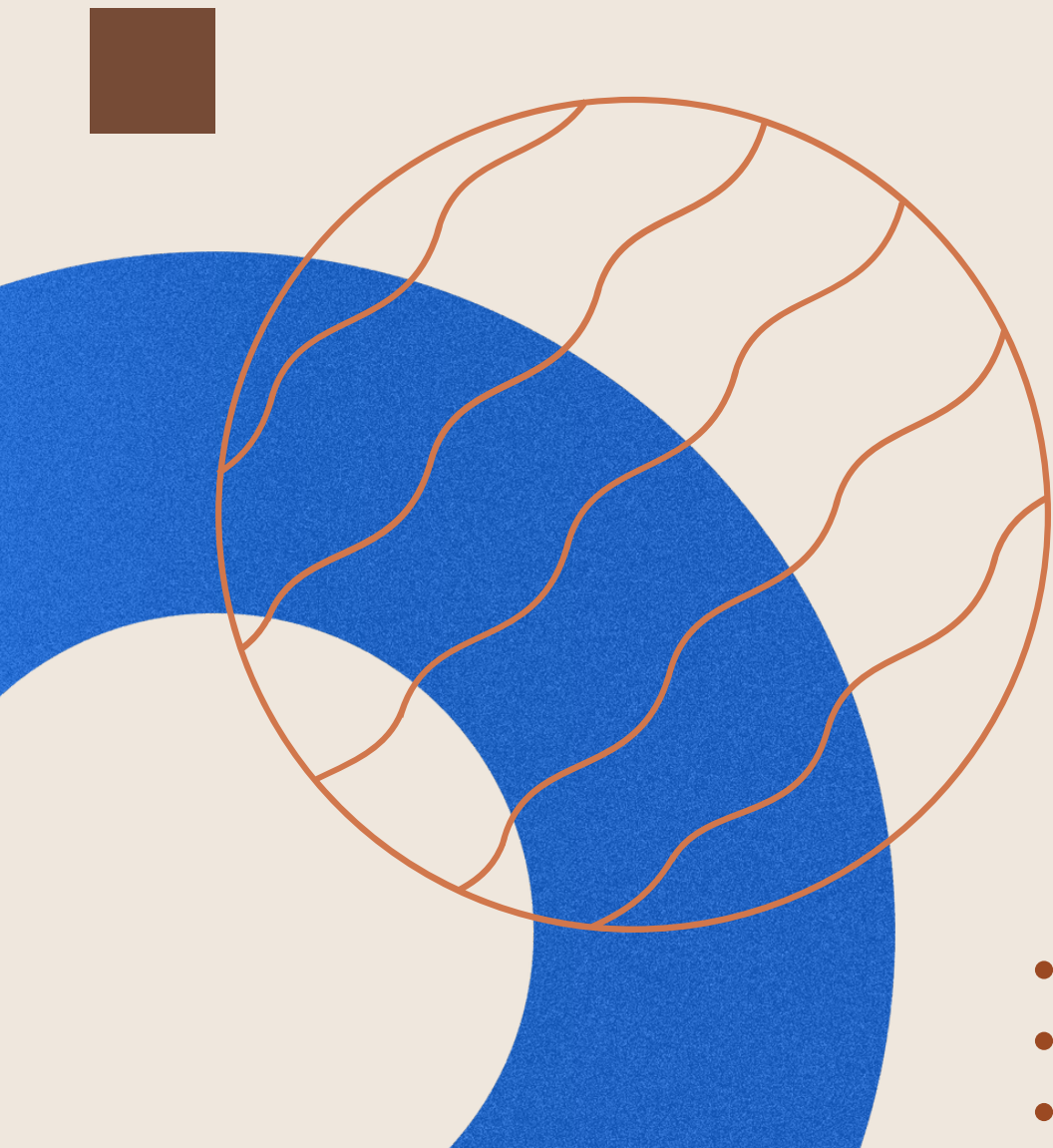
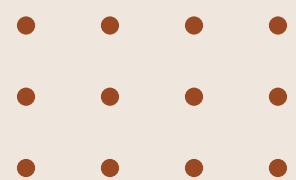




Let's walk
through the
process
together!

Financial Report

- Used to request payment and report on spending
- May be filed up to two times, once for supplies and once for services
- Has 4 components
 - \$\$ spent by category
 - Request for reimbursement
 - Narrative
 - Back-up documents





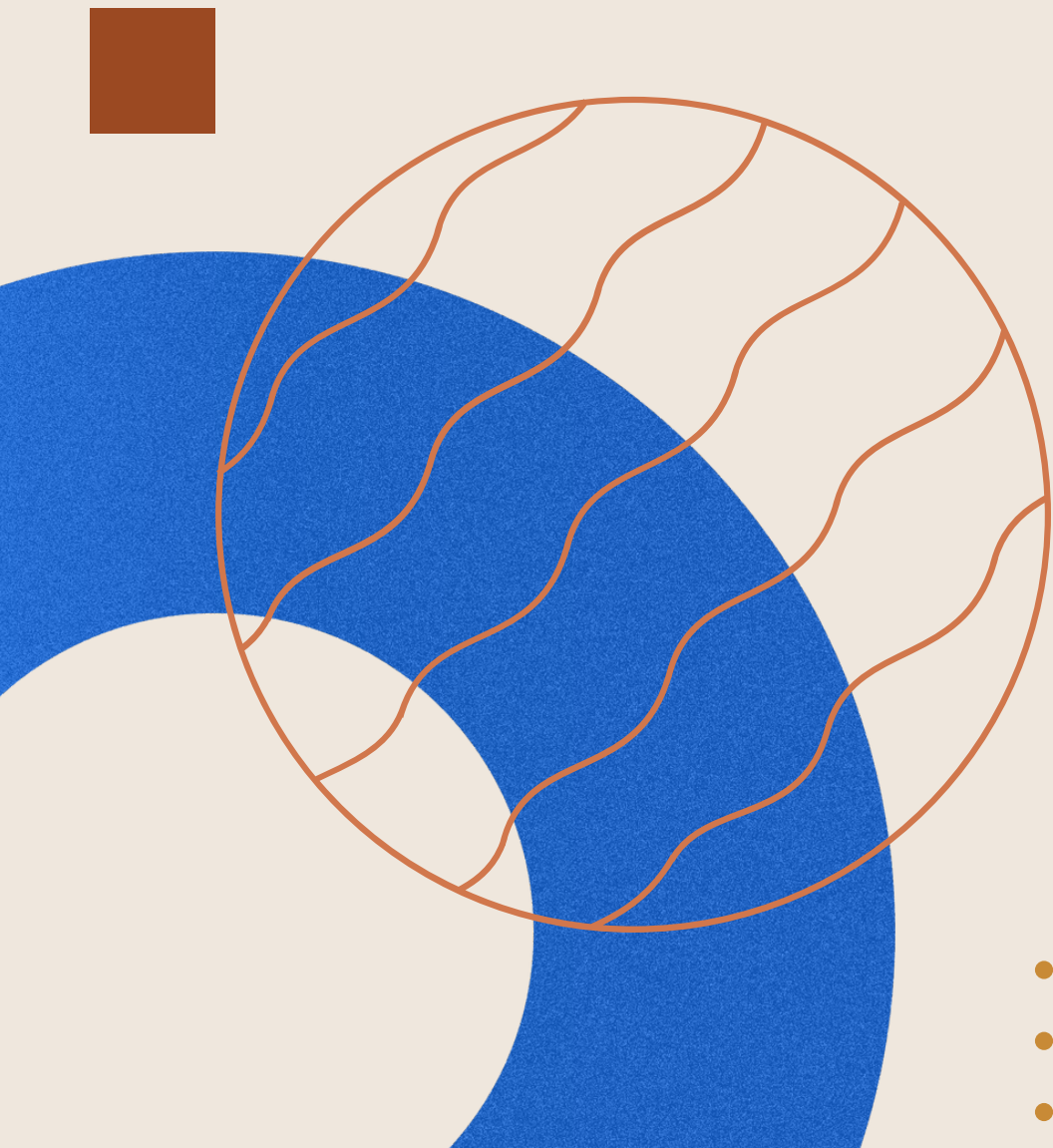
Hot Tips

- Keep clean receipts with only purchases for this grant project.
- Redact any personal information, i.e. account numbers
- Save receipts and invoices as they come in, in one place
- Communicate with adult/youth counterparts about starting reports and grant spending

What documentation do you need?

Documentation may be just one document or several, as long as it shows:

- what you bought
- proof that you paid for it
- how much you paid for it
- proof that you received it



Is it proof of expenditure?



Scanned paper receipt from an in-person purchase



Digital receipt from online purchase



Invoice stamped PAID or payment otherwise notated



Purchase requisition or similar from town or city



Unpaid invoice



Order confirmation without evidence of payment



Packing slip



Amazon or other online shop listing

Is it a Complete Invoice?

Elements of a Complete Invoice or Receipt

- 1 What you purchased
- 2 Proof of payment
- 3 Total amount spent
- 4 Proof the items or service was received

Summer Supplies, Inc
123 Your Street
Your City, ST 12345
(123) 456-7890

Row# 05/03 SRPC
05/03/22
PAID
Library Director

Invoice

Submitted on 04/28/22

Invoice for
SRP Contact
Anytown Public Library
123 Main Rd.
Anytown, ST 23456

Payable to
Summer Supplies, INC

Invoice #
123456

Due date
5/28/2022

Description	Qty	Unit price	Total price
Craft Kits	15	\$20.00	\$300.00
Binoculars	3	\$15.00	\$45.00
Backyard Birdwatching Book	1	\$35.00	\$35.00

Notes: Thank you for your order! Please pay within 30 days

Subtotal **\$380.00**
Shipping \$0.00
\$380.00

Is it a Complete Amazon Invoice?

Elements of a Complete Invoice or Receipt

1

What you purchased

3

Total amount spent

2

Proof of payment

4

Proof the items or service was received

Final Details for Order #111-3994219-6437064
[Print this page for your records.](#)

Order Placed: December 11, 2019
Amazon.com order number: 111-3994219-6437064
Order Total: \$38.16

4 *Received 5/3/22
Library Director*

Shipped on December 12, 2019	
Items Ordered	Price
1 of: ANYCUBIC 1.75mm PLA 3D Printer Filament - 1kg Spool (2.2 lbs) - Dimensional Accuracy +/- 0.02mm (Red) Sold by: ANYCUBIC Official Store (seller profile)	\$11.89
Condition: New	
1 of: ANYCUBIC 1.75mm PLA 3D Printer Filament - 1kg Spool (2.2 lbs) - Dimensional Accuracy +/- 0.02mm (Blue) Sold by: ANYCUBIC Official Store (seller profile)	\$11.89
Condition: New	
1 of: ANYCUBIC 1.75mm PLA 3D Printer Filament - 1kg Spool (2.2 lbs) - Dimensional Accuracy +/- 0.02mm (Yellow) Sold by: ANYCUBIC Official Store (seller profile)	\$11.89
Condition: New	
Shipping Address: AnytownLibrary 123 Main Rd. Anytown, ST, 23456	
Shipping Speed: Amazon Day Delivery	

Payment information	
Payment Method: Amazon.com Visa Signature Last digits:	Item(s) Subtotal: \$35.67
	Shipping & Handling: \$0.00

	Total before tax: \$35.67
	Estimated tax to be collected: \$2.49

	Grand Total: \$38.16
Credit Card transactions	Visa ending in 7259 December 12, 2019: \$38.16

To view the status of your order, return to [Order Summary](#).

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Activity Report

NARRATIVE

Tell us what you did with the things you bought

- **Programs**

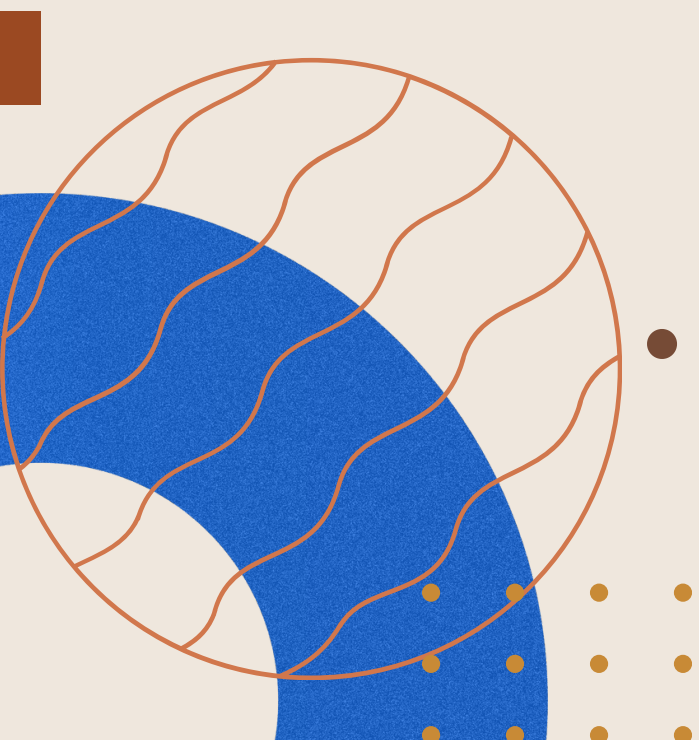
- The library used watercolor supplies (paint, paper, brushes, and easels) to facilitate a watercolor exploration program. Participants learned basic watercolor techniques and practiced painting a basic landscape, building and/or strengthen this artistic skillset.

- **Kits**

- The library made birdwatching kits which included local birding field guides, binoculars, hiking guides for local preservations, and a laminated sheet with bird identifying resources all in canvas backpacks for circulation. 5 kits, circulated 15 times, facilitated patrons' increased knowledge of local wildlife and nature preserves.

- **Presenters**

- The library hired Cycle Academy to host a bike repair workshop. Patrons brought their bikes in need of repair and learned how to do simple repairs like patch tires, and fix bike chains, gaining valuable skills in home repair and sustainability efforts.



Activity Report

GOALS

Just the numbers, reported as Youth or Adult Subgoal in the following categories:

- **Circulating Kits**

- Multi-piece collections/kits that circulate as one item (like a birdwatching backpack)

- **Items for the Collection**

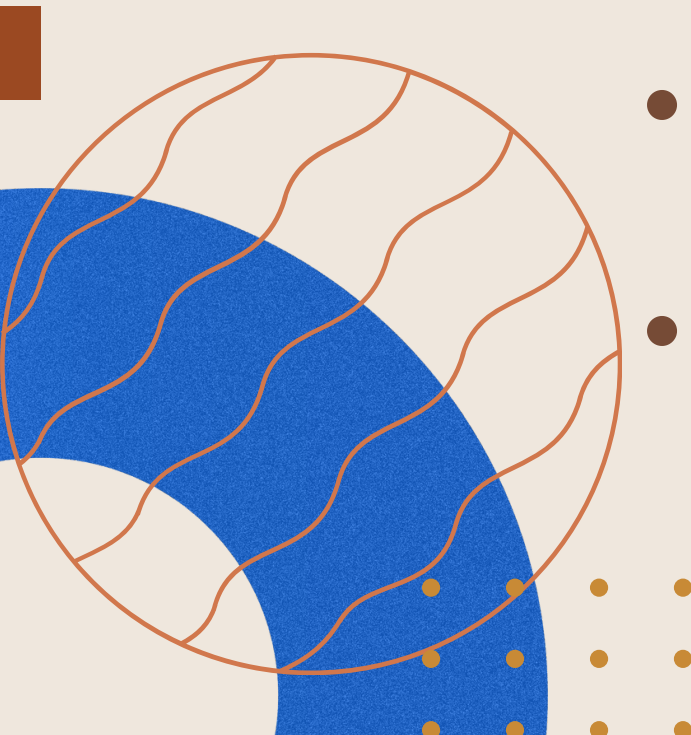
- Books or single items added to the collection for public use; can include digital or physical items

- **Public Program Attendance**

- Number of attendees at programs described in the Activity Report

- **Public Programs**

- Total number of programs described in the Activity Report. Multiple sessions of the same program each count as a program.



FAQ

WHAT IF SOMETHING I ORDERED WON'T ARRIVE BY JULY 19?

Because of supply chain issues, we recommend that you order items as soon as possible after receiving your signed agreement with OLIS. Contact Danielle or Emily ASAP to discuss options for purchasing an alternative item(s). Do not substitute one item for another without approval; unapproved purchases will not be reimbursed.



FAQ

WHAT IF SOMETHING I PLANNED TO PURCHASE IS ON SALE AND I SPEND LESS MONEY THAN I WAS APPROVED FOR?

Contact Danielle or Emily. You will most likely be encouraged to buy more of an item(s) you were approved for. To avoid this issue, plan to spend slightly more than your grant award if your library can absorb an extra \$10-\$15. (I.e. plan to spend \$615; your library will be reimbursed \$600 and will be responsible for the remaining \$15 if necessary)



FAQ

WHY ARE SOME ACTIVITIES NOT ALLOWABLE?

The SRP Mini-Grant program uses federal funds from the IMLS Grants to States program. These federal funds have specific regulations that OLIS must follow to remain in compliance. Non-allowable grant expenditures such as food and prizes are per the regulations of the IMLS Grants to States program.

- • • In keeping alignment with OLIS' LSTA Five-Year State Plan and the purpose of this grant program, performers and take and make kits are also not eligible expenses.



FAQ

WHAT IF I SPEND MORE THAN I WAS APPROVED FOR?

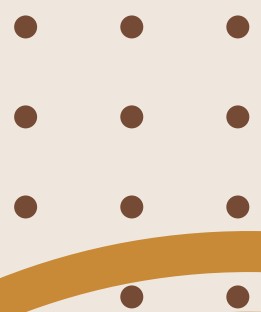
You will only be reimbursed for the amount you were approved for. If your library can absorb the extra costs, going over your approved amount is preferable to spending under your approved amount.



FAQ

WHAT IS A UEI?

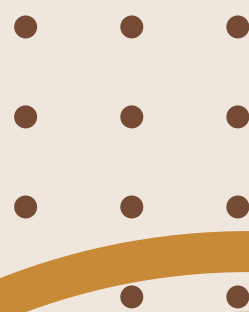
UEI stands for Unique Entity Identifier, and is a 12-character alphanumeric ID issued to entities by the federal government via SAM.gov. Any entity (library, municipality, friends group, foundation) must have an active UEI from SAM.gov in order to receive federal funds. If your library or fiscal agent has received funds from OLIS in the last two years then you have a UEI. You can look it up at SAM.gov, ask your library director, or contact Nicolette Baffoni (nicolette.baffoni@olis.ri.gov) to find yours.



FAQ

I WANT THE PAYMENT TO COME DIRECTLY TO THE LIBRARY, NOT TO THE TOWN. WILL IT?

If your library typically receives funds from OLIS directly to the library, this should not be a problem. If OLIS funds typically go through the town or you are not sure, contact nicolette.baffoni@olis.ri.gov ASAP to find out the next steps to ensure that your library is in the state system to receive payment. It can take weeks to get an entity into the system, so ask now!



FAQ

ARE SHIPPING COSTS REIMBURSABLE?

Yes, you may include shipping costs in your final request-for-payment amount.



FAQ

IS SALES TAX REIMBURSABLE?

Sales tax will not be reimbursed. As either a municipal organization or independent non-profit, your library should be eligible for tax-exempt status. Please make use of that benefit or plan to absorb the cost of sales tax.



FAQ

I HAVE MORE QUESTIONS OR NEED FEEDBACK ON MY GRANT PROPOSAL. HOW CAN I GET HELP?

OLIS staff will be holding office hours to help answer questions and provide feedback on grant proposal ideas throughout the application process. Schedule an appointment with one of us to discuss:

- Danielle Margarida Youth Proposals
- Emily Goodman Adult Proposals
- Nicolette Baffoni Financial and Grant Management



Contact

DANIELLE MARGARIDA

DANIELLE.MARGARIDA@OLIS.RI.GOV

EMILY GOODMAN

EMILY.GOODMAN@OLIS.RI.GOV

NICOLETTE BAFFONI

NICOLETTE.BAFFONI@OLIS.RI.GOV

GRANTS@OLIS.RI.GOV

