2024 LORI Summer Reading Program Mini-Grant

Pre-Award Instructions

Overview

The Office of Library & Information Services (OLIS) is providing Summer Reading Mini-Grants to all public libraries that host a summer reading program to support reading and learning activities. The program will reimburse pre-approved expenditures for programming at libraries this summer which fall into OLIS' priorities for summer programming. Libraries may request up to $600 for youth activities and up to $300 for adult activities. Library systems may request $300 per additional location for youth activities.

The Summer Reading Mini-Grant program aligns with the priorities of the Institute of Museum and Library Services (IMLS) and the Rhode Island Office of Library and Information Services (OLIS) Five-Year Plan goal 2.2: Reading and Literacy. The mini-grant program serves to enhance literacy and educational experiences for individuals of all ages and abilities within Rhode Island communities. By providing funding for reading and learning activities at public libraries, the program supports goals such as promoting literacy, digital inclusion, and community engagement.

Desired outcomes for this program include:

- Participants will learn information about a topic
- Participants will learn and practice new skills
- Participants will increase confidence in literacy skills, including health, financial and other literacies
- Participants will develop a lifelong love of reading
- Participants will build community connections
- Participants will expand cultural awareness (increase awareness and understanding of diverse cultures and viewpoints in an accurate, authentic and meaningful way)

Instructions

- Complete the Summer Reading Mini-Grant Request Form to indicate your intent to receive a summer reading grant
- Include the requested library information, and your plan for using the summer reading mini-grant funds (see below for allowable purchases)

- Use the Description column to describe how you will use the requested funds, including details about what you will purchase and the purpose of those purchases.
  - If hiring an educational presenter, list the name of the presenter, the program name, and a brief description of the program
  - If purchasing supplies, list the supplies that will be purchased, and a brief description of the program they will be used for
- Use the Outcomes column to select the most relevant anticipated outcome. If your proposed activity addresses more than one outcome, please select the one you think best expresses the intent of the activity.
- Return the completed form to Danielle Margarida (Danielle.margarida@olis.ri.gov) and Emily Goodman (Emily.goodman@olis.ri.gov) by March 18, 2024
- OLIS will either accept your request form as submitted or return for corrections, which will be due back by March 25, 2024
- When your interest form is accepted, OLIS will initiate your award through the eCivis Grants Management System (GMS). For directions on accepting and managing your award, see the Accepting and Managing Your Award Instructions and FAQ.

Allowable Expenses

This program is limited to providing supplies and services to support reading and hands-on, experiential learning activities. Please contact OLIS if you have questions about allowable expenditures.

Supplies & Materials

Program Supplies

- Can be for in-person, virtual, or hybrid programs, as well as pop-up libraries
- Art, craft, and other programming supplies
- Writing or journaling supplies (e.g. notebooks, journals, pens, markers)
- Packaging materials (e.g. bags, containers, rubber bands)
- Printing supplies
- StoryWalk® supplies (e.g. books, laminate, mounting)
- Scavenger hunt supplies (e.g. printing, laminate, mounting)
- Nature programming (e.g. gardening, citizen science projects kits, bird watching, astronomy)
- Sound system, microphones, cameras, or other AV equipment

- Green screen

Circulating Materials/Kits

- Book Club Kits, Book Clubs in a Bag, Early Literacy Kits, STEM Kits, Storytime Kits, Nature-themed Kits, Library of Things
- Durable packaging (e.g. tote bags, backpacks, plastic bins)
- Printing supplies (e.g. ink, paper)
- Books, including local simultaneous or extra copies of eBooks
- Manipulatives (e.g. physical objects used as teaching tools)
- STEM supplies (e.g. Makey Makey, Squishy Circuits, robots, building toys)
- Other themed supplies (e.g. gardening materials, bird watching supplies, cooking tools and cookbook club materials, role playing game materials)

Educational Presenters

Educational Presenters

- Educational presentations should: strengthen reading skills, improve critical thinking and/or knowledge on a topic, or build skills
- Learning outcomes must be made clear in the application
- Performers providing entertainment are not allowable

Services

Other Services

- Printing or laminating service
- Activities conducted or services offered by vendors, businesses, or sole proprietors (not including presenters)

Non-Allowable Expenses

The following items are not allowable expenses:

- Supplies and services reimbursed under other state or federal programs
- Prizes, giveaways, and incentives
- Take and make kits not connected to an in-person or virtual program
- Performers/performances
- Food or drink

- Software/app subscriptions
- Other expenses that do not align with the goals of OLIS' Five-Year Plan

Timeline

February 20, 2024	Request form available.
March 18, 2024	Request form deadline. Applications 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.

Contact

For questions about the request form or about allowable expenses contact:

- Danielle Margarida, danielle.margarida@olis.ri.gov
- Emily Goodman, emily.goodman@olis.ri.gov
- Nicolette Baffoni, nicolette.baffoni@olis.ri.gov