



STATE OF OKLAHOMA
OKLAHOMA DEPARTMENT OF LIBRARIES

Oklahoma Children and Teen Librarians
Adrienne Butler, Youth Services Consultant, Grant Lead Officer
One More to Grow: STEM Grant Announcement
July 14, 2016

The Oklahoma Department of Libraries is pleased to announce the availability of this Institute of Museum and Library Services through the Library Services and Technology Act and State of Oklahoma competitive grant to Oklahoma Public Librarians who serve youth ages 0 to 18 and were one of the fifty-two (52) recipients of the *Lego STEM Grant* and the *Kid is the Rocket STEM Grant*. Below you will find the details pertaining to *One More to Grow STEM Grant*.

Grant Title:	<i>One More to Grow: STEM Competitive Grant</i>
Grant Opens:	August 1, 2016
Grant Application Deadline:	August 31, 2016
Grants Awarded By or Before:	September 30, 2016
Grant Ends:	September 15, 2017
Competitive Grant Amount:	\$15,860

Applicants should send all questions to Adrienne Butler, Youth Services Consultant, Oklahoma Department of Libraries, 200 Northeast 18th Street, Oklahoma City, OK 73105-3298, adrienne.butler@libraries.ok.gov, 405.522.3323.

Grant Purpose

The purpose of this grant is to support STEM programs and activities in Oklahoma libraries. These Institute of Museum and Library Services (IMLS) funds aim to provide an opportunity for the fifty-two (52) *Lego STEM* and the *Kid IS the Rocket STEM* grant recipients to extend and enhance their current programs. However, funding is not limited to those programs previously funded by the *Lego STEM* and the *Kid IS the Rocket STEM* grants. Any current STEM public library program is eligible for funding. ODL will award up to ten (10) recipients at no more than \$1,500 each. Less than ten (10) recipients will increase the amount awarded.

Target Audience

Youth aged 0 to 18.

Definition of Terms

"Partners" are defined as those individuals or groups who are providing an integral role in the program.



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“Outcomes” is defined as an observed change of behavior in the target group. The observation can be noted by the public librarian in charge of this grant, a parent, caregiver or teacher, colleague or partner on this grant. The change of behavior is a distinct difference of attitude, demonstrated growth in ability or knowledge in targeted youth.

Grant Application Goals

All applicants will provide a narrative that includes two of the three measurable goals: needs and expectations; and partners and outreach. Narrative must not exceed ten (10) pages. Only emailed grant applications will be accepted. Email your application to Adrienne Butler, adrienne.butler@libraries.ok.gov.

Measurable Goal One: Needs and Expectations

The narrative must include the needs and expectations of the target population. “Needs” is defined as the gap between “what is” and “what should be.” This needs assessment is to assist in examining the nature and causes of the program and set priorities for future action through the funding of this grant. Narrative should include the program design for addressing gaps identified within the current program. Provide highlighted examples in the narrative of gaps identified. Highlighted examples include but are not limited to participation, comments, and change of behavior when addressing specific needs. Provide an effective action plan to meet those needs. The action plan should include the likelihood of achieving the goals of the program and within budget.

Consider these questions when writing the program proposal narrative:

- What is your current STEM program?
- Who is the target age group for this STEM program?
- With whom are you currently partnering or providing outreach?
- What goals are you not currently reaching with this program?
- What hindrances are not allowing you to reach these goals?
- What is needed to achieve the program goals?
- What is your plan of action to achieve the program goals?
- Do your program goals target an audience different from the current audience? If so, why are you targeting a new audience?

Budget

All applicants will provide an itemized budget spreadsheet listing cost of the item(s), the amount of each item, a total cost for each item; include any fees or taxes, and a grand total amount for all items. Budget should include any possible donor, partnership(s), in-kind contributions, and any indirect costs.



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Note: claiming indirect costs is optional. The budget should include a brief description of the items being requested and citation.

Measurable Goal Two: Partners and Outreach

The narrative description must include information concerning partnerships and/or outreach. Clearly identify the partnership(s) and/or outreach responsibilities as they relate to the program. Identify the target population for the partnership(s) and/or outreach. Clearly state any proposed partnership(s) and/or outreach goals that will produce outcomes for the target population.

Measurable Goal Three: Knowledge Base

Do not include this goal in your application narrative.

There are two measurements of this goal.

The first measure is all applications and budgets will be uploaded to the (CYA Wiki) by Lead Officer.

The second measure is all awarded programs' contributions outlined below will be posted on the CYA Listserv. All awarded final budgets and evaluations will be posted on the CYA Wiki. It is imperative that IMLS funded programs have transparency. It is necessary to have relevant and timely contributions to the statewide knowledge base of STEM programming for youth. To that end all awarded programs will post program contributions at timely intervals current summaries of their programs, any issues that can be solved by utilizing a statewide resource of professionals, and any highlights from the programs on the CYA listserv. These posts will be collected by the lead officer and posted on the CYA Wiki. A template for the posts will be provided by the lead officer.

Program Contributions

Interval Knowledge Base Posts Templates: Due January 31, 2017, April 30, 2017, August 31, 2017

Post 1 Due by January 31, 2017

Send: odl-cya@mailman.ok.gov

Subject: One More to Grow STEM Grant Program - Winter

Body Header – This post is part of the One More to Grow STEM Grant. This project was made possible in part by the Institute of Museum and Library and sponsored by Oklahoma Department of Libraries.

Body – Brief description of your program, targeted age group, materials used, any partnerships and/or outreach, and the needs the grant is helping to meet.



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Closing – Your name and contact information including telephone and email.

Post 2 Due by April 30, 2017

Send: odl-cya@mailman.ok.gov

Subject: One More to Grow STEM Grant Program - Spring

Body Header – This post is part of the One More to Grow STEM Grant. This project was made possible in part by the Institute of Museum and Library and sponsored by Oklahoma Department of Libraries.

Body – Brief update of your program including number of programs, number of attendees including targeted age group and any outside of target age group. Include descriptions of no more than 2 (two) highlights. Also include any issues that may have arisen.

Closing – You name and contact information including telephone and email.

Post 3 Due by August 31, 2017

Send: odl-cya@mailman.ok.gov.

Subject: One More to Grow STEM Grant Program - Summer

Body Header – This post is part of the One More to Grow STEM Grant. This project was made possible in part by the Institute of Museum and Library and sponsored by Oklahoma Department of Libraries.

Body – Brief update of your program including number of programs, number of attendees including targeted age group and any outside of target age group. Include descriptions of no more than 2 (two) highlights. Also include any issues that may have arisen.

Closing – You name and contact information including telephone and email.

Final Evaluation

All awarded programs will provide a summary narrative of no more than ten (10) pages to include the following information. The narrative must include a reflection of the needs assessment conducted in the application of this grant. The narrative must include the results of either meeting the needs of the target population or reasons why they were not able to be met. Narrative should include the success or any issues with the action plan in addressing gaps that were identified with the program. Provide highlighted examples of meeting those gaps or examples if they were or were not met. Highlighted examples include, but are not limited to, participation, comments, and change of behavior when addressing specific needs. Provide explanation of any changes or adjustments to the action plan.



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Identify partnership and/or outreach responsibilities as they related to the program. Identify the target population for the partnership and/or outreach and any impact the program had. Provide the results of partnership and/or outreach goals with specific outcomes that were produced for the target population.

A final itemized budget spreadsheet listing cost of the item(s), the amount of each item, a total cost for each item; include any fees or taxes, and a grand total amount for all items. Include any donor, partnership, in-kind or indirect costs. Note: claiming indirect costs is optional. The budget should include a brief description of the items purchased and citation only if the item differs from original proposed budget.

Consider these questions when writing the final evaluation:

- Was the target age group reached
- Were partnerships and/or outreach goals reached
- Did the program meet the needs or gaps identified
- Were you able to adequately address identified hindrances? Did you discover other hindrances?
- Were the items you requested help meet the needs identified? If not, why?
- Were you able to execute your action plan? Did you have to adjust it at any time? For what reasons?
- Does your target audience differ from the current audience? If so, why are you targeting a new audience?

Final evaluation is due by September 15, 2017. Only emailed evaluations will be accepted. Email your evaluation to Adrienne Butler, adrienne.butler@libraries.ok.gov.

Submission Criteria

Public libraries – can only submit 1 (one) application. If the librarian is no longer employed at the library, the grant transfers to current staff that provides services to the target audience.

System libraries – branches will be considered as “standalone” and can submit 1 (one) application per “standalone” branch. **Please contact your system grant staff and/or system director before submitting.** Program proposals from branch libraries must not be duplicate programs across branches. If the librarian is no longer employed at the branch library but still works in the library system as a staff member who provides services to the target audience this proposal follows the recipient to the new branch location. If the librarian is no longer employed at the branch or system as a staff member who provide services to the target audience or is no longer employed in the library system, this proposal stays at the initial branch and is offered to the current staff that provides services to the target audience.



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Grant Review Process

Needs and Expectations – 25 total points

Reviewers will consider the strength and logic of the program design in addressing gaps identified in the application narrative. This is worth 10 points.

Reviewers will consider the strength of the highlighted examples as they pertain to gaps identified in the narrative and whether the applicant proposes an effective action plan to meet those needs. This is worth 10 points.

Reviewers will consider the strength and completeness of the action plan and likelihood of achieving the goals of the program and within budget. This is worth 5 points.

Partnerships and Outreach - 15 total points

Reviewers will consider the strength and clarity of applicant's level of partnership(s) and/or outreach that will succeed in the impact of the program on the target age group. This is worth 10 points.

Reviewers will consider the strength of how the partnership(s) and/or outreach will increase better outcomes for the target population. This is worth 5 points.

Budget – 10 total points

Reviewers will consider expenses within the budget in regards to cost and implementing the program successfully. This is worth 5 points.

Reviewers will consider the entirety of funds the applicant will use to support its program including this grant's funds, any donor, partnership(s), and in-kind contributions. This is worth 5 points.

Scoring Rubric

Maximum Point Vale	Quality of Applicant's Response		
	Low	Medium	High
10	0-2	3-7	8-10
5	0-1	2-3	4-5



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Sponsor Information

Sponsor information should include the Institute of Museum and Library Services and the Oklahoma Department of Libraries. Credit line should read: "This activity was supported by the Institute of Museum and Library Services (IMLS) through the Library Services and Technology Act and sponsored by Oklahoma Department of Libraries." Graphics can be found on the Children and Young Adult Wiki, http://wiki.cya.oklibshare.org/index.php?title=IMLS_Information.

Indirect Costs

The State Library is responsible for establishing the indirect costs rate for its subrecipient's (public library's) in accordance with the Office of Management and Budget, http://www.whitehouse.gov/omb/circulars_a122_2004/#ac. When acting as a pass-through entity, the State Library is required to honor a subrecipient's federally negotiated indirect cost rate if one already exists. If no such rate exists, the State Library must honor the minimum rate of 10 percent of the subrecipient's modified total direct costs. The Oklahoma Department of Libraries cannot negotiate any rates. Public Libraries can negotiate a rate with the Federal Government. Claiming indirect costs by public libraries is OPTIONAL.

An indirect cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization. Choose one of these three options:

1. Use a current indirect cost rate that has been negotiated with a federal agency. Include a copy of the current negotiated agreement as an attachment.
2. Use a rate not to exceed 10% of total direct costs if you have never had a federally negotiated indirect cost rate. (This will need to be included in the budget spreadsheet file.)
3. Budget does not include any indirect costs.

Indirect costs must be reported and justified (itemized and documented eligible expenses on budget reports which subrecipient's return to ODL and report. (This will be included on the budget spreadsheet at the time of evaluation.)

Sub-recipients can waive this indirect cost.

Indirect costs may also be counted as part of an in-kind Match.



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Lego and the Kid IS the Rocket STEM Grant Awardees

Municipals:	Pioneer Library System:
Ada Public Library	Blanchard
Allen Public Library	McCloud Public Library
Alva Public Library	Moore Public Library
Antlers Public Library	Newcastle Public Library
Beaver Pioneer County Library	Noble Public Library
Coweta Public Library	Norman Public Library
Duncan Public Library	Purcell Public Library
Donald W. Reynolds Community Center & Library (Durant)	Shawnee Public Library
Public Library of Enid and Garfield County (Enid)	South OKC Public Library
Fairview City Library	
Guthrie Public Library	Southern Oklahoma Library System:
Hennessey Public Library	Champion Public Library (Ardmore)
Norman Smith Memorial Library (Hinton)	
Inola Public Library	Metropolitan Library System:
Laverne Delphian Library (Laverne)	Warr Acres Library
Locust Grove Public Library	Almonte Library
Garland Smith Public Library (Marlow)	Edmond Library
Mounds Public Library	
Pawhuska Public Library	Eastern Oklahoma District Library System:
Piedmont Public Library	Eufaula Public Library
Haynie Public Library (Prague)	Ft. Gibson Public Library
Bartlett-Carnegie Public Library (Sapulpa)	Muldrow Public Library
Stillwater Public Library	Muskogee Public Library
Talala Public Library	Sallisaw Public Library
Wagoner City Public Library	Tahlequah Public Library
Watonga Public Library	John F. Henderson Library (Westville)
Waurika Public Library	Grove Public Library
Woodward Public Library	
Mabel C. Fry Public Library (Yukon)	Southern Prairie Library System:
	Hollis Public Library
	Altus Public Library

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