



Grants, Partners & Outreach - Oh My!


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Grants





Grants:

Is this Grant right for me? (My organization, my community?)

Ask yourself these questions when considering a grant:

- ▶ Can we do the program in another way? Via a partnership or on our own without a grant?
- ▶ Does the grant align with library goals and mission?
- ▶ Do we meet the specific requirements of the grant?
- ▶ 501(c)3 needed?
- ▶ Partner(s) needed?
- ▶ What staffing would we need to allocate?
- ▶ What funds and other resources would we need to allocate?

Partners





Partners:

Is this partner right for me?

(My Organization? My Community?)

When considering a partner for any program or initiative ask yourself these questions before agreeing to anything:

- ▶ Does the partnership align with library goals and mission?
- ▶ Would both you and the partner have “skin in the game”?
- ▶ Who benefits the most from the grant?
- ▶ Does the load of work balance between the partners?

Outreach



Outreach: Finding Community Partners



ULA 2017 Sandy, Utah



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Oh My! Grant Process and Timelines



Timelines

SmartInvesting@yourlibrary

Family Prosperity Initiative Timeline Revised December 8, 2015

February-May Identify all existing curriculum—develop best curriculum/ideas for all including FINRA modules. (We are developing curriculum at 3 different levels for the ESL classes—pre-literate/beginner learner of English, Intermediate learner of English and Advanced learner of English. We are looking at the stand-alone classes as English speaking proficiency—so that we will be able to explore topics in greater depth for the ESL and general population.)

June: Finalize Curriculum & Assessment tools for students and trainers.

July-mid-August: Recruit trainers (To clarify, there are 2 kinds of trainers: Existing ESL teachers, new ESL teachers for this project (VISTA grant typically) and possibly new trainers for stand-alone courses)

August 1st (gh): Pre & post-test of trainers developed.

Mid-August: Begin training facilitators and assessing instructors
Session 1: Aug 25
Session 2: Sep 9

September:
Finalize pre-assessments for Financial Literacy supplementary lessons (1 assessment tool/pre/post-test) and stand-alone classes (1 assessment tool/pre/post-test PER topic area).

Adapt curriculum for supplementary lessons in existing classes as needed. (by trainers at agencies)

October 2015:
One month follow up survey developed for Stand Alone classes on Credit.
Development of one-month follow-up survey scheduled by January 2016. Follow-up surveys begin in January 2016 and are ongoing for Supplementary.

October 2015:
Start supplementary lessons in existing classes
Implementation schedule:

ESLC 10/12/15
Guadalupe October 20, 2015
IRC October 28, 2015
RIC-AAU October 1-5, 2015

Quarterly Check-in meeting of Partners October 26, 2015
Start Stand Alone Classes series:

- October 7: Understanding differences in Credit (We will talk about secured vs unsecured loans, etc.)
- October 14: Predatory Lending: What is predatory lending, what are their tricks, alternatives to avoid predatory lending. How can you get out of the cycle
- October 21: Credit Reports: Where can you get your free report, what is in your credit report, how can you dispute an inaccuracy in the report, repairing your credit, etc.

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- October 28: Strategies for paying off debt: introduce Power Pay Tool, goals, a little more on credit repair and how you can do everything on your own.

November 2015:
Revise website and re-submit for approval
Finalize curriculum to re-submit for approval

December 2015:
Promotion of January Standalone classes
Promotion of Scholarship classes

8/25/2015-9/20/2015 of October standalone classes (did not happen in November as planned—evaluator misunderstood revised plan for ESL classes follow up to apply to the standalone classes)
Partners and Liestl Prepare mid-grant reports
Finalize curriculum to re-submit for approval

January 2016:

2015-17 FFI Program Quarterly Project Timeline	Revised 12.8.15	ESLC - English Skills Learning Center RIC-AAU - Refugee and Immigrant Center at Asian Association of Utah GSAEP - Guadalupe School's Adult Education Program G/NWCLC - Glendale/Mountain View Community Learning Center IRC-SLC - International Rescue Committee SLC SLOCS - Salt Lake County Library Services SLOCO - Salt Lake County Office of Community Innovation USU-E - Utah State University Extension Office SLC
First Year: First Quarter: Jan 1, 2015 - March 31, 2015	Month	Agency Responsible* Notes
Grant training and orientation in Chicago	January	SLOCS
Determine additional data needs of populations for curriculum development. Focus groups in native languages.	February	SLOCO, ESLC, USU-E, IRC, Guadalupe Rather than focus groups of individuals who may not know what they don't know in terms of their financial needs, we created a sub group of partners to work on the curriculum. These experts work directly with curriculum/curriculum development (USU-E) or directly with the populations to be served.
Finalize data collection regarding the needs of target populations	February	SLOCO, ESLC, USU-E

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any/March April	SLOCO	Final agreement submitted 4/27
March/April	USU-E	No purchases needed
March/April/May	USU-E, ESLC	
March	USU-E, ESLC	No translation occurred
5	USU-E, ESLC, IRC	Translators were hired by USC&U for 2000 dollars. Some to be hired by GSAEP, SLOCO, and translation.
h	Agency Responsible*	Notes
May	USU-E	Not needed
June	SLOCS	Color scheme, font and style selected
une	SLOCS	Branding image for FFI created. Flyer/poster design created.
June	SLOCS	

Finalize curriculum for business & students	May/June	USU-E	Development was delayed and final curriculum submitted to A&E & final on 8/18/2015. Re-editing in process with unknown delivery date (as of 10-20-2015)
Customization of curriculum materials (translation and adaptation)	June	USU-E, ESLC	No translation or adaptation has occurred due to curriculum delay
Finalize Pre and post assessment tool for trainers	May/June	SRI	
Schedule locations for standalone classes	May	SLOCS	
First Year: Third Quarter: July 1 - Sept 30, 2015	Month	Agency Responsible*	Notes
Finalize curriculum for trainers & students	July/August	USU-E, SLOCS	Development was delayed and final curriculum submitted to A&E & final on 8/18/2015. Re-editing in process with unknown delivery date (as of 10-20-2015)

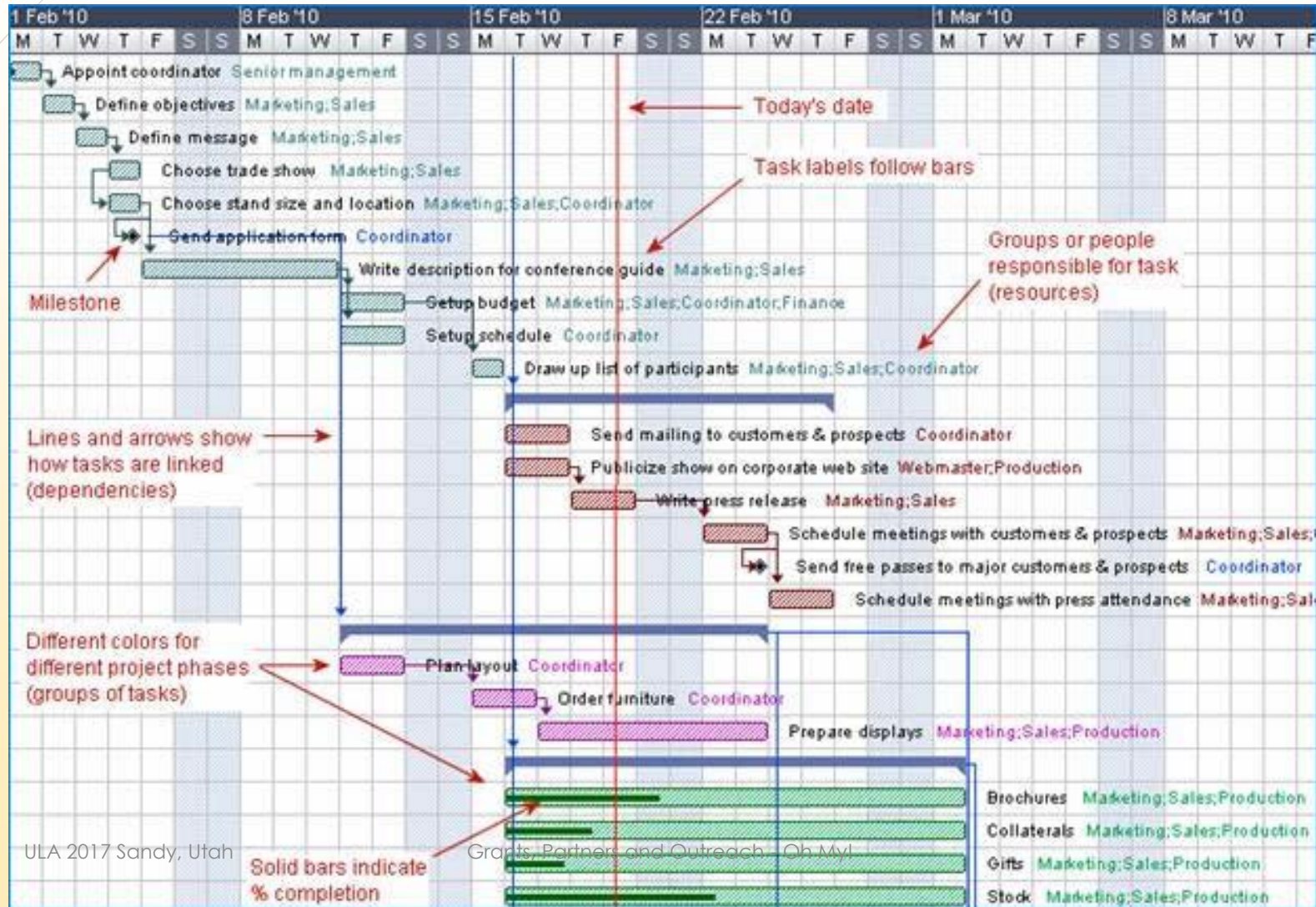
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Train survey administrators	July/August/September	SRI	Process with unknown delivery date (as of 10-20-2015)
Train trainers - multiple locations, multiple training sessions as needed to cover target populations & age.	July/August/September	USU-E	Did both trainings at same time. Unable to provide printed curriculum as noted above, digital copies of unbranded draft were distributed and made centrally available via BlackCamp.
Begin outreach promotion to partner agencies students	August	SLOCS & all partners	Not distribution of print materials & digital templates. Did not happen since curriculum was delayed so unknown when start date for classes would be
Begin outreach promotion at community festivals and events	August	All partners	Did not happen since curriculum was delayed so unknown when start date for classes would be
Start supplementary classes in partner agency programs**	August/September	RIC-AAU, IRC-SLC, GSAEP, ESLC, G/NWCLC	Implementation schedule: ESLC 10/12/15 Guadalupe October 20, 2015 IRC October 28, 2015 RIC-AAU October 1-5, 2015
Conduct pre-assessment of students in partner agency programs**	August	SRI	-
Adaptation of curriculum and materials to existing classes for supplementation as needed—instructors	August/September/October	Instructors of RIC-AAU, IRC-SLC, GSAEP, ESLC, G/NWCLC	
Broad promotion of standalone classes across media*	September	SLOCS will take lead	Newspapers, radio, flyers, websites & social media

First Year: Fourth Quarter: Oct 1 - Dec 31, 2015	Month	Agency Responsible*	Notes
Activity	Month	Agency Responsible* <td>Notes</td>	Notes
Start supplementary classes in partner agency programs**	October (Was August/September)	RIC-AAU, IRC-SLC, GSAEP, ESLC, G/NWCLC	Implementation schedule: ESLC 10/12/15 Guadalupe October 20, 2015 IRC October 28, 2015 RIC-AAU October 1-5, 2015
Provide standalone classes - 4 weekly classes	October	USU-E	
Conduct pre-assessment of students in partner agency programs**	October (was August)	All Partner Agencies	

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Gantt Charts



Memoranda of Understanding (MOUs)

Memorandum of Understanding between Z Library Services and Partner "X"

This Memorandum of Understanding (MOU) confirms the services listed below will be provided in cooperation between Z Library Services (LIBRARY) and Partner "X" (PARTNER "X"). Partner "X" is a collective effort of the Partner "X" Affiliated Guild and Partner X Chair (individually, and on behalf of the Partner "X" Board).

Purpose of Agreement

The purpose of this Agreement is to establish a collaborative relationship between LIBRARY and PARTNER "X". LIBRARY and PARTNER "X" have a shared desire to bring the Partner "X" Festival to the population residing in Salt Lake County and surrounding areas. These agencies will work together to host the Partner "X" Festival in Salt Lake County.

Partner "X" Scope of Work

LIBRARY agrees to participate, with partners, in the promotion and delivery of the Partner "X" Festival. Specific contributions from LIBRARY to PARTNER "X" include:

- Logo design;
- Promotion of LIBRARY specific events. Poster/Flyer design shall be shared with PARTNER "X" partners.
- Workshop/training space in branch libraries;
- Festival hosting at Event Center; and
- Staff support at Z Library Services and Festival events.

Financial Agreement

LIBRARY will support the PARTNER "X" in the above mentioned ways at NO CHARGE to PARTNER "X" in exchange for NO CHARGE (free) trainings to LIBRARY librarians and NO CHARGE access to the event(s) by the public, LIBRARY-designated event staff, and performers. If PARTNER "X" will be charging entrance to the festival, charges for space will be leveled to PARTNER "X" at the nonprofit rate.

Promotion of Partnership to the Public

The LIBRARY shall **not** be included, referenced, or inferred, in name or by graphic as a partner for any fund raising purposes.

Amendment

Letters of Support

_____, 2014

Grantor Organization
Grantor Representative
K Street
Washington, DC 20006-1506

Dear Mr/Ms. Grantor Representative,

It is my pleasure to write a letter in support of the *grant project name* being submitted to the Library Grant Application by Library.

Our organization understands that many newcomers to Utah who are low income need education to help them build a better understanding of how to make healthy financial decisions and help their families prosper. We have been serving refugees/immigrants in Utah for over XX years and have seen families struggle due to a lack of understanding surrounding basic banking, budgeting, future planning, utilization of credit products and other financial concepts. Our organization supports any effort to build the financial literacy of the families we serve.

Our organization has partnered with Library in the past and we fully support their efforts in increasing financial literacy for newcomers in Salt Lake County. We are excited to partner on this effort and we commit to assisting with consultation about cultural and linguistic considerations as well as assisting with marketing and outreach efforts.

Please let me know if you have any questions about our organization, our partnership with the Family Prosperity Initiative team, or the populations we serve. We appreciate the opportunity and wish you luck in your grant award process.

Sincerely,

Name
Title
Phone/Email



Additional Resources



- ▶ Grants, Awards & Scholarships on ALA webpage:
<http://www.ala.org/awardsgrants/awards/>
- ▶ Utah state Library Grants: <https://heritage.utah.gov/library/library-grants>
- ▶ Foundation Center: <http://foundationcenter.org/>
- ▶ Purdue OWL Grant Writing:
<https://owl.english.purdue.edu/owl/resource/981/1/>
- ▶ Compilation of Grant Writing Resources from Guide Star:
<https://trust.guidestar.org/grant-writing-101-resources-for-grant-writers>



Thank You!

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