New Mexico State Library – Makerstate Initiative
Program Description for FY 2016

Makerstate Initiative grants ("Grants") provide funds to establish, improve, or expand public makerspace programs for children, teens, and adults in public libraries. These programs increase and strengthen the quality and availability of tools to teach the skills needed for digital literacy among library patrons as well as introduce them to new technologies. This Grant is issued in accordance with 4.5.9 NMAC, which authorizes the state librarian to offer special grants on a temporary basis for any year in which the state librarian identifies the need for state-wide coordination of a special library program and determines that sufficient unrestricted state, federal, or other funds are available after the state librarian allocates funds to state grants-in-aid.

In this call, the Grant will help public libraries reach the following goals:
- Obtain the resources to conduct public makerspace programs within their libraries in order to increase digital literacy across all age groups;
- Obtain the resources to create and foster a makerspace program at the Library;
- Obtain materials that enhance digital literacy services available at the Library.

Grant Priorities
- Highest priority will be given to libraries with detailed plans for projects that will continue past the grant period.
- Projects that strengthen service to rural populations.

Grant Requirements
- The Library must hold a minimum of two makerspace programs ("Programs") during the grant period specified in the Grant Timeline. The grant period ends May 15, 2016 .
- The Library must submit report a Program narrative and statistical, financial and evaluative reports to the NMSL by the end of the grant period.
- The Library must display the NMSL and DCA logos on materials affiliated with the Programs that utilize Makerstate Initiative funds or supplies.

Eligibility
All public libraries as defined in 4.5.9 NMAC that receive state grants in aid pursuant to 4.5.2 NMAC are eligible to apply for this grant.

Available Funds
The minimum amount that may be requested is $500. The maximum that may be requested is $1500 per library or branch. It is estimated that grants totaling $5000 are available to award in this grant round. Funding amounts may be set depending on the number of applications.

Allowable and Unallowable Costs

Allowable costs include, but are not limited to:
- Electronic equipment needed to conduct Grant-related Programs.
- Computer software needed in conjunction with equipment to conduct Grant-related Programs.
- Consumable materials needed to run makerspace Grant-related Programs.
- Arts and crafts materials needed to supplement Grant-related Programs' electronic components.
- Book collections to support Grant-related Programs and Grant-related Program technology.
- Marketing materials (excluding "giveaways") for Grant-related Program.
- Personnel costs for Program.
- Materials duplication for Program.

Unallowable costs include, but are not limited to:
- Food
- "Giveaway" or promotional materials of any kind, including t-shirts, pencils, cups, etc.
- Per diem and travel (with the exception of travel for educational programmers that are not employees of the participating library).
- Special event entertainers.
- Equipment for staff use.
- Administrative, overhead or indirect costs. Indirect and overhead costs include, but are not limited to, expenses related to non-Program costs and expenses for overhead and administrative functions or other indirect costs, such as budgeting, accounting, financial management, information systems, data processing, and legal.

Bid Procurement: If your grant request requires procurement of a large dollar item or service, exceeding $1,500, three reasonable bids are necessary to ensure best obtainable price, as defined under 1.4.1.7 NMAC. Any questions regarding this process should be addressed to the Youth Services Consultant, Deanne Dekle 505-476-9705.

Reporting Requirements
Libraries awarded Grants are required to submit narrative, statistical, financial, and evaluative reports regarding the Program. The final grant report is due June 10, 2016. Copies of surveys, promotional materials, brochures, evaluation results and other documents produced as part of the grant project <u>must</u> accompany the final narrative report.

Review of Applications
- Eligible applications are reviewed, evaluated, and chosen by committee consisting of State Library employees appointed by the State Librarian.
- **To be eligible for review, grant applications must be postmarked by November 30, 2015. Only complete application forms from eligible institutions will be reviewed.**
- No grant funds may be encumbered or expended until the Library has received the grant award packet, returned the grant acceptance form, and been alerted by the State Library of

receipt of grant acceptance form which signifies the grant period has started. The grant period ends May 15, 2016 and all funds must be encumbered by this date.

Assurances

Before you apply:
Determine if your library's cash flow is adequate to meet the following terms and conditions of this grant, should it be awarded.

Once the grant period begins, grantees are paid on a reimbursement basis for all allowable expenses documented in the budget worksheet and incurred after the grant agreement is fully executed by the State of New Mexico. Final invoices and payment requests are due no later than May 31, 2016.

It is the grantee's responsibility to expend funds associated with this program in a timely manner.

Grant Program Timeline

November 2, 2015	Application period begins
November 30, 2015	Applications due (postmark date or hand-delivered) by 5 PM
December 18, 2015	Grant awards announcement
May 15, 2016	Ending date of grant period; all funds must be encumbered
May 31, 2016	Final invoices and payment requests due to State Library for reimbursement
June 10, 2016	Final reports, including copies of surveys, promotional materials, brochures, photos, evaluation results and other documents produced as part of the grant project

Mail original completed application form to:
Deanne Dekle, Youth Services & Outreach Consultant
New Mexico State Library
1209 Camino Carlos Rey
Santa Fe, NM 87507

For further information, contact:
Deanne Dekle, Youth Services & Outreach Consultant
E-mail: deanne.dekle@state.nm.us
Telephone 505-476-9705

New Mexico State Library – Makerstate Initiative
Grant Application for FY 2016

PART I: APPLICATION FORM *(This sheet must be the first page of your application. Please type.)*

Name of library:

Tax I.D. Number:

Address:
City:
County:
Zip:

Phone:
Fax:

Library Director:
Library Director E-Mail:
Library Director Phone:

Project Director (contact person):
Project Director E-Mail:
Project Director Phone:

Total population of library's legal service area:
Estimated number of population served by the project:

Project Title:

Funds Requested from Budget Worksheet:

Local Funds from Budget Worksheet:

Population statistics can be found at **American FactFinder**
(http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml)
- In the Community Facts box enter the county, city, town, or zip code
- Select the 2010 Census link to the Population, Age, Sex, Race, etc. data

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For use by NMSL

SHARE Vendor Number:

Project Outcomes (check all that apply)**:**

_____ Children, teens, and adults will be able to apply intellectual, technical concepts to physical world knowledge.

_____ Children, teens, and adults will learn about a variety of hardware and software programs that will increase their digital literacy skills.

_____ Children, teens, and adults will learn basic tenants of STEAM (science, technology, engineering, art, mathematics) and how to apply these to their continued education.

_____ The Library will improve technology/equipment for patrons to use in future STEAM-related programming for all age groups.

_____ The Library will improve/update collection of technology, makerspace, and/or STEAM-related materials available for checkout by the public.

The Program Narrative should be no more than 3 to 5 pages. Attach sheets with your answers to the following items. Include the library name in the upper right-hand corner of each sheet. <u>Number your responses to correspond with the numbers below</u>. Please type, double space and number the pages.

1. **Project Description**
   Provide a description of the Library's proposed Makerstate Initiative activities the Library will host and how these activities will achieve the desired outcomes.

2. **Project Timetable**
   Give project implementation steps and timetables indicating how you will carry out the project, staff involvement, etc. The projected timetable for the project should give details by month for the entire grant period and include estimates for when funds will be encumbered and disbursed and estimated dates on when project events will take place. **Firm dates must be provided to the State Library a minimum of two weeks before an event is held.**

3. **Cooperation**
   Provide a list of any entities with which the Library will cooperate and explain why these partners have been chosen.

4. **Project Promotion**
   How will you attract an audience? Outline the promotional strategies you will use to encourage attendance by the targeted audience.

5. **Evaluation**
   How will you evaluate your project? Briefly describe your plan to collect statistics and determine community impact. You may attach a sample evaluation form if available.

Part III: BUDGET DETAILS

1. Budget Worksheet

Fill in the budget worksheet below to create a line-item budget to be submitted with your budget narrative. Round all figures to the nearest whole dollar. Provide a subtotal for each category. LSTA funds may not be used for administrative overhead, "door prizes," "incentives," or any type of "gift" to presenters, participants, or libraries. Include local funds as appropriate.

Budget Category	Brief Description	Estimated Funds	Notes from Library
Book Collections	Materials for patron checkout on technology, makerspace programs, digital literacy		
Educational Programming	Contractual services delivered to patrons by staff not considered as part-time or full-time staff of the Library		
Consumable Materials	Hands-on, one-use-only materials needed to run makerspace programs		
Electronic Equipment	Non-consumable materials needed to present makerspace programs and any software needed to make equipment function		
Art and craft supplies	Materials used to supplement technological aspects of makerspace programs		
Marketing materials	Paid advertisements (radio, newspaper), poster production, flyer reproduction		
Personnel costs	Payment to extended working hours of regular full-time or part-time staff		
Materials duplication	Reproduction of hand-outs, activities, materials for program participants		
TOTAL			