CARES Supplemental Grant Guidelines
Application Due: August 7, 2020

Purpose

On April 20, 2020, the [Institute of Museum and Library Services](#) awarded the Arizona State Library, Archives and Public Records the amount of $657,694 in CARES Act funding. These funds are to be administered in accordance with the existing [Grants to States program](#), and are to be used to:

- prevent, prepare for, and respond to coronavirus.
- expand digital network access, purchase internet accessible devices and provide technical support services.

Background

Arizona State Library staff developed three funding opportunities to support Arizona residents through their libraries. In the first phase, called CARES Express, 65 libraries from 13 counties were selected to receive a total of 392 Chromebooks, 47 video equipment packages, and 224 sanitation kits. During the second funding opportunity, CARES Expanded, 49 Arizona libraries received grants of $4,000 each to support internet access, digital literacy and other activities that respond to the coronavirus pandemic. The third phase is called CARES Supplemental and offers subgrants of up to $10,000 to Arizona libraries of all types.

CARES Supplemental

CARES Supplemental grants to Arizona libraries focus on partnerships with museums and workforce development organizations. Libraries of all types are invited to apply for grants of up to $10,000 to respond to the coronavirus pandemic.

Based on the goals of the [IMLS CARES Act Grants for Museums and Libraries](#), successful CARES Supplemental projects will address problems created or exacerbated by the COVID-19 public health emergency by:

- Building on the role of museums and libraries as trusted spaces to strengthen community connections and healing through exhibitions, programs, and events.
- Developing short- or medium-term solutions relating to gaps in digital infrastructure such as broadband, local network solutions, and/or providing access to devices or training.
- Designing and delivering formal and informal digital learning resources to support individual and community response and recovery efforts.
- Creating, preserving, or delivering digital content that improves or expands access to materials and collections during and after the pandemic.
- Developing tools and technologies that provide for the protection of community assets and enable people of all backgrounds and abilities to discover and use museum and library collections and resources.
- Advancing shared systems, networks, and open-source technologies to enhance access, optimize adoption and use, and sustain the management of digital assets.
- Leveraging new digital learning resources and new media communications tools to foster audience engagement, learning, and conversation within broader social networks.

Project Example

The Arizona State Library and Arizona Capitol Museum are planning a model partnership project that responds to the coronavirus pandemic. The museum is developing a virtual field trip program that will offer a filmed recording of the museum tour with activities designed to support Arizona Social Studies Standards for grades 3 through 5. The State Library will supply digital access kits for pilot public libraries

in rural communities to lend to classrooms, enabling students in those communities to access the Capitol Museum's rich historical exhibits virtually.

Subgrant Information

Application due date	August 7, 2020
Grant amounts of individual awards	$3,000 - $10,000
Start date for new awards	September 1, 2020
Anticipated period of performance	September 1, 2020 – September 3, 2021

Grant Requirements

CARES Act funding is administered in accordance with the existing [Grants to States program](#). Therefore, many of the same requirements for LSTA grants apply to CARES Act funding.

Eligibility

To be eligible to receive CARES Act funds in Arizona, **all** libraries must meet the following criteria:

- Provide core library services, such as borrowing privileges and computer use, free of charge to all residents within the library's service area. A school or academic library may define its service area as its academic community.

Academic Libraries

- Serve a public college or university.
- Submit to the State Library all reports in a complete, accurate and timely manner.

Public Libraries

- Receive a minimum of 50% of funding from public sources OR be organized as a non-profit.
- Adhere to any requirements specified in the Arizona Revised Statutes, including but not limited to ARS 9-411 through 9-420 (Cities and Towns/Public Libraries); ARS 11-901 through 11-914 (Counties/Public Libraries); and ARS 34-502 (Computer Access/Harmful to Minors).
- Submit to the State Library annual public library statistics and all other reports in a complete, accurate and timely manner.

School Libraries

- Serve a public or charter school in Arizona.
- Participate in resource sharing with other school libraries in the same school district.
- Be managed by a certificated school librarian.
- Submit to the State Library all reports in a complete, accurate and timely manner.

Special Libraries

- Serve as a library for a governmental unit or non-profit organization.
- Upon library request, loan materials to Arizona libraries at no charge.
- Be managed by a librarian with an MLS or Arizona Library Practitioner Certification.
- Provide services to Arizona residents.
- Submit to the State Library all reports in a complete, accurate and timely manner.

Tribal Libraries

- Be recognized and supported by a tribal government in Arizona.
- Submit to the State Library all reports in a complete, accurate and timely manner.

Allowable and Unallowable Costs

Examples of allowable costs include:

- Salaries and benefits of temporary personnel hired specifically for the grant
- Consulting or contractual services
- Hardware, software, and/or technology necessary to support the project
- Indirect costs
- Library materials that are necessary to support the project
- Postage, printing costs and supplies for project materials
- Travel and/or training expenses related to the project for library or project staff

The following costs are unallowable and may not be proposed as grant project costs:

- Apparel
- Bad debts
- Construction
- Contingencies
- Contributions and donations
- Entertainment / Performances
- Fines and penalties
- Food
- Gifts, models, souvenirs
- Interest and other financial costs
- Existing staff salaries and benefits
- Under-recovery of costs under other grant agreements (excess costs for one grant application is not chargeable to another grant application)

Selection Criteria

Selection criteria for grant funding will include:

- Museum or workforce development partnerships
- Broadband access data
- Poverty/Supplemental Nutrition Assistance Program (SNAP)
- Unemployment data
- Public Library Statistics
- Census data
- Library Survey data
- Statewide distribution of funding

Refer to the LSTA 2020 Grant Guidelines for basic grant administration guidelines (p. 15 and following).

Apply Now

The online application is available now. If you have not previously used the State Library's grant management system, you will need to create an account by clicking the New Applicant? link under the Email field on the login screen.

Applications are due August 7, 2020

For more information, contact Jaime Ball at jball@azlibrary.gov.

Application Worksheet

Answer all parts of these questions. Reference the online application for word counts. As the online application will automatically log applicants out after a period of inactivity, we HIGHLY recommend composing your responses in a separate document and then copying and pasting the responses as plain text into the online application

1. **Needs Assessment**
   - What audiences are you targeting with this project and why?
   - What community need or opportunity does your project address?
   - How do you know this is a need?

2. **Project Outcomes**
   - What specific change(s) do you intend to achieve with this project?
   - Briefly explain why you have selected this outcome, tying it to the Needs Assessment provided.

3. **Project Activities**
   - What will you do, and how will you do it? Give specific information about the types of activities, number of programs, or resources you'll make available.

4. **Project Evaluation**
   - Describe what tool(s) or method(s) you will use to evaluate each product or activity listed. Examples include pre- and post-assessments, surveys, focus groups, interviews, and observations.

5. **Project Personnel**
   - Provide a list of the names of project personnel, the organization they represent and their title, and a description of their duties for this project.
   - Identify the project director, and explain why he or she is appropriate for this project
   - If special skills or expertise are necessary for project personnel, briefly list their qualifications.
   - Provide a brief resume for any consultant for whom you are requesting CARES Act funds.

6. **Partners**
   - If you are partnering with other organizations for this project, describe each partner's role.
   - Include a letter of support from each institutional partner.

7. **Timeline/Schedule of Activities**
   - Provide a timeline that includes planning, implementation and evaluation, and indicates when funds will be spent. Funds must be spent by September 3, 2021.

8. **Project Summary**
   Briefly describe the project, by completing the following: The goal of this project is _____.
   Funds will be used to _____.   Community members will benefit because _____
   _____.

9. **Budget Justification**
   Provide a detailed explanation and justification of the proposed expenditures. Quotes, estimates, mileage, and other methods of calculating budget items should be detailed.

10. **Budget Form**
    a. Complete the budget form for the project described in this application. Provide adequate detail in the description fields to explain the allocations.
    b. Local in-kind services or funds are not required for CARES Supplemental grants but are appreciated.

Budget Category	LSTA $	Local $	Description
Salaries, Wages, Benefits			
Consultant Fees			
Travel			
Supplies/Materials			
Equipment			
Services			
Indirect Costs			
TOTAL			

Budget Notes

Categories	Notes
Salaries/Wages/Benefits	Includes all salaries, wages, and fringe benefits paid to temporary project staff directly contributing to the project.
Consultant Fees	All expenses related to acquiring the services of a consultant for a specific activity within the project can be included in this category. Costs may include fees, travel, accommodation, and support services hired directly by the consultant.
Travel	Travel costs must be related to the project activities and must be incurred by the staff working on the project. The costs include airfare, ground transportation, accommodation, meals, etc.
Supplies/Materials	Include costs for supplies and materials including computing devices (if the acquisition cost per unit is less than $5,000) purchased specifically for the project.
Equipment	Means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds $5,000.
Services	List the costs of project activities to be undertaken by a third-party contractor or vendor. Includes printing, subscriptions, maintenance, etc. Subscriptions must end by September 30, 2021.
Indirect Costs	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. There are four options for indirect costs: 1. Count indirect costs as part of your Local Match.

	2. Use a current indirect cost rate that has been negotiated with a federal agency. You must email a copy of the current negotiated agreement to the Grants Consultant. 3. Use a rate of 10% of total direct costs if you have never had a federally negotiated indirect cost rate. 4. Do not include any indirect costs.