2024 Summer Programming Grants Info Session

2/20/24

Agenda

- Welcome & basic overview of grant
- Overview of application
- Review of grant paperwork
  - Application (Webform, W-9, COI)
  - Grant Agreement
  - Reporting
- Q&A

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Overview of Grant

- $300 grant to supplement summer programs for youth and families at Vermont public libraries

- Libraries can hire a performer or purchase items to supplement programming

- Libraries are encouraged to collaborate on programming

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Supporting Local Economy & Reducing Waste

- We encourage libraries to use grant funds to support the local economy by:
  - Using locally sourced materials, products, and food
  - Hiring local performers, artists/artisans, educators, authors, and museums/cultural institutions to provide programming

- We encourage libraries to use sustainable and eco-friendly options when possible.

- Recipients of the grants will be asked if and how they used funds to support the local economy in the summer grant reporting and expenditure report.

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Options for Grant Money

- Performer/Speaker/Author

- Purchase of programming materials
  - Additional items from CSLP
  - Books: purchased books should be used directly for summer programming like book activity kits or book groups
  - Equipment and evergreen items
  - Movie licenses

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Some ways libraires used grant funds in 2023

Burnham Memorial

Franklin-Grand Isle Book Mobile

Leach Public Library

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Application Timeline

- February 15, 2024: Application opens

- March 17, 2024: Grant application closes

- April 14, 2024: Grant agreement due

- May 15 - September 15, 2024: Grant spending period

- September 15, 2024: Deadline for spending funds and holding performances

- November 15, 2024: Grant certification and expenditure report due

Application Overview

- **Section 1 & 2 - Overview/Grantee Information:** Outlines the general information of the grant.
- **Section 3 – Tax/Subrecipient Award Information**
- **Section 4 – Library Financial Information**
- **Section 5 - Scope of Work:** Outlines the different options for using the grant funds. These options are also in the Summer Programming Grant guidelines document.
- **Section 6 – Required Paperwork:** Explains the reporting and what you must submit to VTLIB.

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Form **W-9**

(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I — Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II — Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

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Docusign

Sign a document received through email

This is how you sign a document you **receive through your email**. Check your junk folder, if not in your inbox.

- Open the email.
- Click Review document.
- Select the Signature disclosure box and select Continue to continue signing.

Please Review & Act on These Documents | DocuSign

Lily Barker
DS Learning

Please sign the vehicle rental form

...e read the Electronic Record and Signature Disclosure. ...gree to use electronic records and signatures. | CONTINUE | OTHER ACTIONS ▾

A pricing associate will contact you to proceed

- Add information to the required fields and select Sign.
  Information will be your name and date.

If this is your first time signing a DocuSign document, you are asked to adopt a signature.
You can:
- Select an existing signature style.
- Draw your signature

Once you've chosen:
- Select Adopt and Sign to confirm your signature.
- Select Finish to complete signing your document.
After all parties have signed the document, you receive a copy of the document.

Reporting

- Invoices and receipts (uploaded via webform)
- Photos/promotional documents (uploaded via webform)
- Narrative and other questions (completed on webform)
  - Attendance numbers
  - Summary of how funds were used
  - You will be asked if and how funds were used to support the local economy in the summer grant reporting and expenditure report

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Questions?

Contacts & Reminders

- Questions pertaining to the grant should be sent to:
  lib.vtlibyouthgrants@vermont.gov

- Questions about summer reading programs should be sent to:
  jonathan.l.clark@vermont.gov

- Please sign up for Lib.Youth list-serv:
  https://libraries.vermont.gov/YSList

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