



**2021 Summer Programming Grants
Info Session & Focus Group
2/16/2021 – 10:00-11:30am**

https://libraries.vermont.gov/services/VTLIB_grants/summer_program_grant

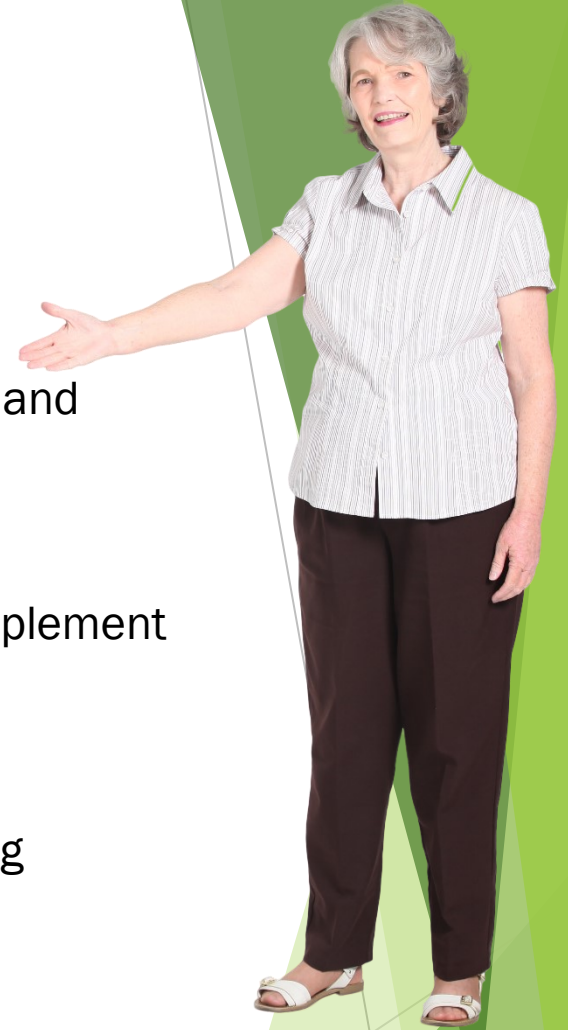
Agenda for Session

- ▶ Welcome & Basic Overview of Grant
- ▶ What are the changes to this year's programming grant?
 - ▶ Libraries can use grant monies for item purchases
- ▶ Review of grant paperwork
 - ▶ Application (Webform, W-9, COI)
 - ▶ Grant Agreement
 - ▶ Certification Form
- ▶ Q&A
- ▶ Focus Group



Overview of Programming Grants

- ▶ \$200 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



https://libraries.vermont.gov/services/VTLIB_grants/summer_program_grant

Options for Grant Money

► Performer/Speaker/Author

- arts/crafts
- clowns/juggling/magic/mime
- music/dance/movement
- STEM/nature/live animals
- and more!

► Purchase of Programming Materials

- **Virtual programming tools:** Licenses for presentation and virtual programming tools (such as Zoom or gaming platforms), tech upgrades, hardware, etc.
- **Books:** Purchased books should be used directly for summer programming like book activity kits or book groups
- **Equipment & evergreen items:**
 - Maker items such as: button makers, instant cameras, etc.
 - STEM items: microscopes, robotics, 3D printers etc.
 - Musical instruments, games (tabletop or videogames), and other non-traditional circulating items used for summer programming.
- **Movie licenses** – Outdoor movie viewing off library grounds, which is not covered by the VTLIB movie license.



Some Considerations

▶ Performer/Speaker/Author

- Virtual programming can be challenging
- Performer database is still available
- Collaborating with libraries can be beneficial

▶ Purchase of Programming Materials

- The list we have provided is not exhaustive
- Receipts are annoying but necessary
- Reporting is annoying but necessary
- Collaborating with libraries can be beneficial



https://libraries.vermont.gov/services/VTLIB_grants/summer_program_grant

Application & Agreement

- ▶ Webform
- ▶ W-9
 - ▶ If you are under the town, the W-9 should be for the town
(grantee name: town, business name: library)
- ▶ Certificate of Insurance

Successful applicants will then have to complete:

- ▶ Grant Agreement Part 2 (due May 2)
- ▶ Reporting form (due October 15)

Scanning alternative (using Smartphone):

- <https://support.apple.com/en-us/HT208481>
- <https://support.apple.com/lv-lv/HT205751>
- <https://www.cnet.com/how-to/five-apps-for-scanning-documents-on-your-iphone/>
- <https://www.androidcentral.com/best-apps-scanning-your-documents>

https://libraries.vermont.gov/services/VTLIB_grants/summer_program_grant



Electronic Signatures

- ▶ VT Libraries will use OneSpan to gather signatures and send executed grants to individual libraries.
- ▶ OneSpan has been approved by the State Attorney General's office as an accepted tool for signing documents.
- ▶ VTLIB will enter individual grants into OneSpan and set the signing order.
- ▶ Once both parties have signed an executed copy will be sent through OneSpan to all signing parties + any designee the individual library requests.
- ▶ It is important that individual libraries provide the name, title, and email address of the party authorized to sign on behalf of your library.
- ▶ Libraries do not need any specific software to utilize OneSpan nor will they be asked to download a program. The program will send a signing invite via email (ADS - E-Signature e-sign *live*) and then walk the signer through signing and signature approval.
- ▶ Libraries may use a computer, laptop, pad, cell phone or any other device you receive email on.
- ▶ Depending on your email settings the OneSpan invite may be directed to your "other" "promotional" or "junk" folders.

Important Dates

- ▶ **February 16:** Application opens
- ▶ **February 16:** Grant info session
- ▶ **March 14:** Applications due
- ▶ **May 2:** Grant paperwork due from successful applicants
- ▶ **May 15-September 15:** Grant spending period
- ▶ **September 15:** Deadline for spending funds/holding performance
- ▶ **October 15:** Grant certification and expenditure report due



https://libraries.vermont.gov/services/VTLIB_grants/summer_program_grant



Focus Group

- How are you planning on using the grant funds?
 - Performer?
 - Virtual or outside?
 - Do you have a performer in mind?
 - Explain
 - To purchase materials?
 - What will you purchase?
 - How will you use it to support summer programming
 - A combination of the two?



https://libraries.vermont.gov/services/VTLIB_grants/summer_program_grant

Focus Group

- Are you planning on collaborating with other libraries for summer programming?
 - Performer
 - Purchase materials
 - A combination of the two?



https://libraries.vermont.gov/services/VTLIB_grants/summer_program_grant

Contacts and Reminders

- ▶ **Susan Whitney, Contracts & Grants Administrator**
susan.whitney@vermont.gov
-> *Paperwork & financial questions*
- ▶ **Jonathan Clark, Youth Services Consultant**
jonathan.l.clark@vermont.gov
- ▶ **Jennifer Johnson, Library Advancement Assistant**
jennifer.johnson@vermont.gov
-> *General summer reading & programming questions*

Don't forget to complete the evaluation!

Sign up for Lib.VTYAC!
Contact Josh Muse at
joshua.muse@vermont.gov

Summer Reading Workshops
March 10 & March 11-
1:00-3:00pm

