



# 2022 Summer Programming Grants Info Session

2/16/2022 – 10:00-11:00am

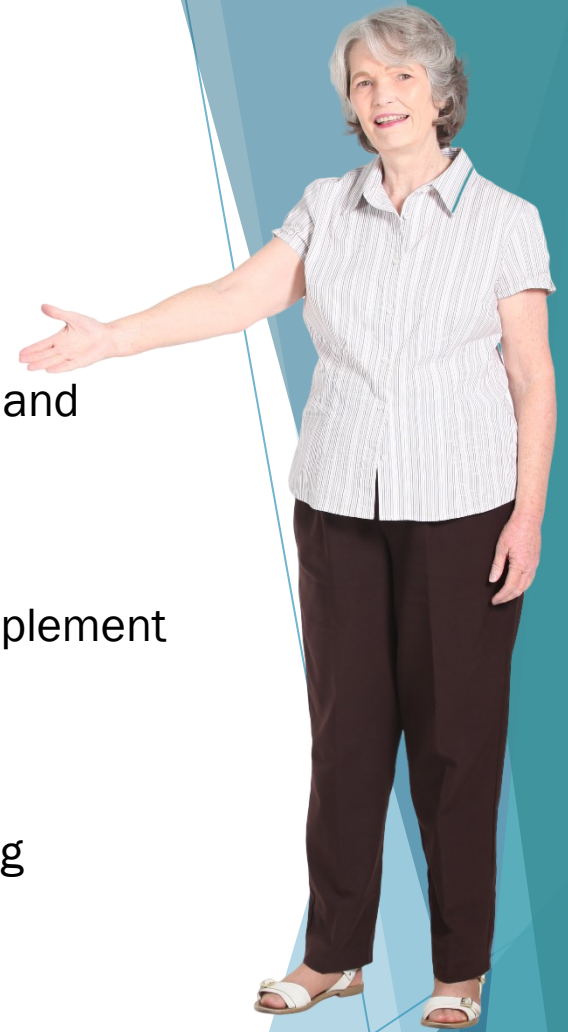
# Agenda for Session

- ▶ Welcome & Basic Overview of Grant
- ▶ What are the changes to this year's programming grant?
  - ▶ \$300 for each successful applicant
- ▶ Review of grant paperwork
  - ▶ Application (Webform, W-9, COI)
  - ▶ Grant Agreement
  - ▶ Reporting
- ▶ Q&A



# Overview of Programming Grants

- ▶ \$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



[https://libraries.vermont.gov/services/VTLIB\\_grants/summer\\_program\\_grant](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.
- **Additional items from CSLP**
- **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.



# What Libraries Purchased in 2021





# Some Considerations

## ▶ Performer/Speaker/Author

- Virtual programming can be challenging
- Collaborating with libraries can be beneficial
  - <https://vtperformers.wordpress.com/> (please note, VTLIB is no longer updating this database)

## ▶ 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](https://libraries.vermont.gov/services/VTLIB_grants/summer_program_grant)

# Application

- ▶ Webform application (due March 14)
  - ▶ On the webform, you will be uploading a W-9 & Certificate of Insurance
  - ▶ If you are under the town, the W-9 should be for the town (grantee name: town, business name: library)

Successful applicants will then have to complete:

- ▶ Grant Agreement Part 2 (due April 11)
- ▶ Reporting form (due October 15)

[https://libraries.vermont.gov/services/VTLIB\\_grants/summer\\_program\\_grant](https://libraries.vermont.gov/services/VTLIB_grants/summer_program_grant)

## Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
 See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
<b>2</b> Business name/disregarded entity name, if different from above		
<table style="width: 100%;"> <tr> <td style="width: 50%; padding: 5px;"> <b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.                              <input type="checkbox"/> Individual/sole proprietor or single-member LLC                              <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____                              <b>Note:</b> 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 <b>not</b> 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.                              <input type="checkbox"/> Other (see instructions) ▶ _____                         </td> <td style="width: 50%; padding: 5px;"> <b>4</b> 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) _____                              <small>(Applies to accounts maintained outside the U.S.)</small> </td> </tr> </table>	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> 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 <b>not</b> 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. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> 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 <b>not</b> 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. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
<b>5</b> Address (number, street, and apt. or suite no.) See instructions.		
<b>6</b> City, state, and ZIP code		
<b>7</b> List account number(s) here (optional)		
Requester's name and address (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				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				
or				
Employer identification number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				

### 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.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
------------------	----------------------------------	--------------



# Agreement

- ▶ The Grant Agreement is longer than in previous years. This is to ensure we meet the requirements for the State. We have outlined the sections below for ease of use.
- ▶ **Overview - page 1/2**
  - ▶ Outlines the general information of the grant.
- ▶ **Attachment A is different than in previous years. For example:**
  - ▶ **Section 5 General Details:** Outlines the different options for using the grant funds. These options are also in the Summer Programming Grant guidelines document.
  - ▶ **Section 6 - General Provisions and Assurances:** This section has been there in previous years but is slightly longer now. It outlines the process from the application to the awarding of the grant.
  - ▶ **Section 6.3.b :** Tells you how to get the grant documents from DocuSign.
  - ▶ **Section 7 Performance Measures/Grantee responsibilities.** This section outlines what is required and optional for grantees.
  - ▶ **Section 8 Reports:** Explains the reporting and what you must submit to VTLIB.
- ▶ **Attachment B - Payment Provisions**
  - ▶ This section lets you know how and when the State will send you the money as well as how to submit receipts and other documents.

# 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.



- 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

- ▶ Receipts (uploaded via webform)
- ▶ Photos/advertisements (uploaded via webform)
- ▶ Narrative & other questions (completed on webform)
  - ▶ Attendance numbers
  - ▶ Summary

## 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](https://libraries.vermont.gov/services/VTLIB_grants/summer_program_grant)

# Important Dates

- ▶ **February 16:** Application opens
- ▶ **February 16:** Grant info session
- ▶ **March 14:** Applications due
- ▶ **April 11:** 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







# Contacts

- ▶ All questions pertaining to the grant should be sent to:
  - ▶ [lib.vtlibyouthgrants@vermont.gov](mailto:lib.vtlibyouthgrants@vermont.gov)
- ▶ Questions about summer reading programs should be sent to:
  - ▶ [jonathan.l.clark@vermont.gov](mailto:jonathan.l.clark@vermont.gov)

# Reminders

- ▶ Sign up for Lib.Youth Services!
  - ▶ <https://libraries.vermont.gov/YSList>
- ▶ Summer Reading Workshops:
  - ▶ March 8 & 10, 1-3pm
  - ▶ [https://libraries.vermont.gov/services/continuing\\_ed](https://libraries.vermont.gov/services/continuing_ed)