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## Vermont Department of Libraries Summer Programming Grant Guidelines State Fiscal Year 2023

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The Vermont Department of Libraries (VTLIB) supports the mission of local public libraries to provide quality library programming for children, teens, and families. The Department sponsors an annual Summer Reading program available to all Vermont public libraries to foster summer reading for youth of all ages. The Summer Reading program encourages a love of reading, introduces children and teens to books and authors to expand leisure reading choices, and works to prevent the “summer slide” and loss of reading skills during the summer months when youth are out of school.

Each year as part of the Summer Reading program, the Vermont Department of Libraries provides funding to support libraries in providing a wide array of library programming for children, teens, and families. Libraries can use funds for in-person and virtual experiential programming or to purchase materials that support summer programming.

We encourage libraries to collaborate and pool their grant money to plan programs and events that serve the greatest number of youths in the most effective manner. We also encourage libraries to support the local economy and use locally sourced materials, products, and food, as well using sustainable and eco-friendly options when possible. Using funds for local performers, artists/artisans, educators, authors, and museums/cultural institutions is highly encouraged. 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.

### **GENERAL INFORMATION**

Each successful applicant will receive a grant of \$300.00 to be used for items from the list below to support a wide array of programming. The minimum per purchase is \$50.00 from a single supplier. Funding may be used toward purchases of more than \$300.00 with libraries being responsible to cover any costs beyond \$300.00, including any additional supplies or upgrades. Receipts will need to be submitted following the guidelines.

- **Performer/Speaker/Author:** This refers to a person who is not an employee of the hiring library who is presenting an in-person or live virtual program geared toward youth and families. Categories of paid programming include: arts/crafts, authors & illustrators, clowns/juggling/magic/mime, music/dance/movement, presentations, puppet shows, STEM, nature, sports skills/tricks, storytelling, history, theater, writing etc. Eligible costs include performer fees and one-way/round-trip mileage between the performer’s home and the library. Mileage rates are set at \$0.655 per mile. Grant monies may also be spent on virtual

performances that adhere to the [virtual performance guidelines](#).

- **Purchase of programming materials:** Libraries may purchase materials from the categories below to support virtual, grab & go, or in-person programming. The minimum per purchase is \$50.00 from a single supplier. Libraries receiving funds will be asked to document how these items were used to support programming during the summer and whether they supported the local economy.
- **Additional items from Collaborative Summer Library Program (CSLP):** VTLIB provides certain eligible incentives for free to Vermont public libraries. Libraries that wish to acquire additional items such as themed apparel, incentives, and other products from CSLP can use grant funds to do so.
- **Books:** Purchased books should be used directly for summer programming like book activity kits or book groups.
- **Equipment & evergreen items:**
  - Maker, craft, and art materials
  - STEM items such as: microscopes, robotics, 3D printers etc.
  - Other non-traditional circulating items used for summer programming such as musical instruments, games (tabletop or videogames), etc.

Grant funds may be used immediately upon receipt. The library programs supported with this grant **must** take place between **May 15 and September 15, 2023**. All grant funds must be expended by **September 15, 2023**.

Libraries **must** acknowledge funding support from the Vermont Department of Libraries in all program publicity and press releases.

## **ELIGIBILITY**

- Vermont public libraries may receive grants under this program.
- Libraries are only eligible for this grant if previous grant reporting requirements were met.
- Eligible grantees are those that are not currently suspended or debarred by Vermont State or the Federal government and are current in submissions of the Subrecipient Annual Report and Single Audit Reports for at least the past three

years and must pass a pre-award risk assessment. The department will notify you if you are not eligible.

## **APPLICATION PROCESS & SUBMISSION**

- To apply, applicants must submit the application through the webform available on the VTLIB website (link will be added Feb 15 when the application opens).
- The webform submission, W-9, and Certificate of Insurance must be received by **March 15, 2023, at 11:59pm**.
- Successful applicants will receive an award letter and grant administrative documents via email. These documents will be sent to the library director. Grant documents, including the grant agreement, are due by **April 12, 2023, at 11:59pm**. Please keep in mind that the grant agreement will be signed by directors electronically using DocuSign.

## **FINAL REPORT**

Award recipients will submit the Grant Certification and Expenditure Report by **November 15, 2023** to certify the grant funds have been spent in accordance with the grant agreement.

- Grant award recipients will be provided the Grant Certification and Expenditure Report after the application period has ended.
- The Vermont Department of Libraries encourages recipients to submit their report and any applicable receipts soon after the end of the program(s). However, the final deadline for submitting the report is November 15, 2023.

## **QUESTIONS**

- Questions should be sent to the Youth Grants email: [lib.vtlibyouthgrants@vermont.gov](mailto:lib.vtlibyouthgrants@vermont.gov).