

### In General....

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- Am I receiving Federal or State funds?Why does this matter?
- oWhat is the CFDA# for this grant? o 45.310 State Library Program



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### **Grant Award Packet**



- oGrant Agreement: specifies the terms and conditions of the grant award and its reporting requirements
- oApproved Budget
- oRequest for Funds Form



### **Budget**

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#### Once awarded are changes in the budget allowed?

 You may reallocate up to 10% of your budget without prior approval.

#### For example:

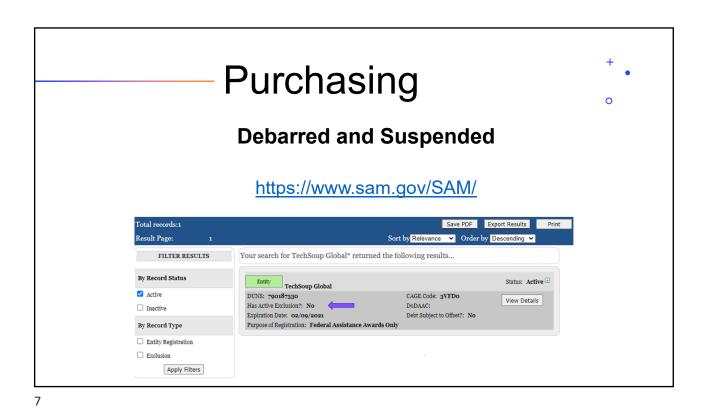
- Total budget is \$10,000
- Can move up to \$1,000 without approval
- Anything over \$1,000 requires written approval

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## **Budget**



- oEmail budget change request <u>before</u> making the purchase. Include:
  - oDollar amount to be moved
  - oWhat you will be purchasing and why
  - oWhat you won't be purchasing and why
- Revise budget form to reflect the new line item amounts and include these revisions in your final report.



OMust acknowledge IMLS in all publications and activities:

OAdvertising
OHandouts and Brochures
OCirculating Technology
OPosters
ONEWS Releases
Educational Materials
OSignage
OBanners
OEtc.

#### **IMLS**





- oGrantee Communications Kit
  - o Logos
  - Credit Line Text
  - o Boilerplate Language

https://www.imls.gov/grants/grant-recipients/grantee-communications-kit

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## Requesting Funds

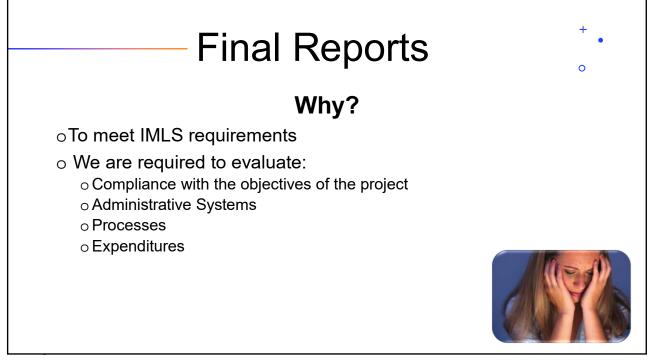


- oRequest reimbursement for expenditures only
- oInvoices, receipts, purchase orders <u>must be</u> included with each request
- oMust be signed by authorized signatory
- oRetain a copy for your files
- oLast day to request funds is August 16, 2021

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Include copies of reciepts, invoices, and/or purchase orders th	at support amount requested			
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B. Expenditures to date (do not include obligations/encumb	ances)			
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and the expenditures, disbursements an	d cash receipts are for t	the purposes and		
objectives set forth in the terms and con	ditions of the award.	nio parposos ana		
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	Jean Marie Heilig: heilig_j@	cue.state.co.us		

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	I certify to the best of my knowledge and	belief that the report is	true, complete and accu	rate,	
	and the expenditures, disbursements and objectives set forth in the terms and con-	ditions of the award	ne purposes and		
	objectives set forth in the terms and con-	unions of the award.			
	Signature of Authorized Signatory		Date		
	·				
	Print or Type Name & Title of Authorized Signatory		Email		
	THIS FORM MAY BE SCANNED AND EMAILED TO:				
		Jean Marie Heilig: heilig_j@	cde.state.co.us		
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	Print or Type Name & Title of Authorized Signatory		Email		
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1	THIS FORM MAY BE SCANNED AND EMAILED TO:				
		Jean Marie Heilig: heilig_j⊕	ode.state.co.us		
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# **Final Reports**



#### **Outcomes**

- · List any important outcomes or findings
- Briefly describe the importance of these outcomes and findings for future program planning
- Explain one of two of the most significant lessons for others wanting to adopt any facets of this project

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# Final Reports



#### **Acquisition**

Number of hardware acquired	
Number of software acquired	
Number of licensed databases acquired	
Number of print materials acquired	
Number of electronic materials acquired	
Number of audio/visual units acquired	

Final Reports  Creation	+.
Number of physical items Number of learning resources (e.g. toolkits, guides)	

	Reports	+.
What type of content did you do	escribe? (select one)	
Physical		
Digital		
Combined physical and digital		
Number of items made accessib		
Number of collections made ac		
Number of metadata plans/fram		

Final Reports Lending							
	What type of conter	nt did you ler	nd? (select	one)			
	Physical						
	Digital						
	Combined physical a	ind digital					
	Total number of iter	ns circulated					
	Average number of items circulated per month						
	Total number of ILL transactions						
	Average number of ILL transactions per month						





