



**State Library of Kansas
Kansas Libraries Care Grant
Guidelines and Instructions**

Purpose of Grant: The State Library of Kansas will distribute CARES Act funding to help libraries address efforts to prevent, prepare for, and respond to COVID-19.

Eligibility: All Kansas public libraries may submit an application for the grant.

Match: There is no match requirement for this grant.

Submission deadline for application:

Friday, July 31, 2020 by 5:00 PM CST

Available fund amounts are based on the population served:

<u>Population (legal service area)</u>	<u>Grant Amount</u>
Under 1000	\$500
1000 – 10,000	\$750
Over 10,000	\$1000

Funding Source: Funding provided by Institute of Museum and Library Services (IMLS) through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act)

Note: This is NOT a reimbursement grant. You will receive the grant funds and can send documentation later. The timeline for eligible purchases is April 21, 2020 through September 30, 2020. Prior purchases that meet the grant guidelines will be accepted if they are within the stated timeframe.

CARES ACT GRANT PROGRAM GOALS

In order to meet the purposes of the CARES Act and the IMLS priorities related to the CARES Act listed below, the State Library of Kansas is offering the Kansas Libraries Care grant program in order to meet the following two goals:

1. To assist public libraries in maintaining a safe environment in which to provide library services through personal protective equipment (PPE), facilities cleaning supplies and services; AND
2. To assist public libraries in increasing digital inclusion in their communities through provision of internet accessible devices and increased or improved Wi-Fi access.

Purpose of CARES Act (Public Law 116-136)

- To prevent, prepare for, and respond to coronavirus, including
- To expand digital network access, purchase internet accessible devices, and provide technical support services

IMLS Priorities to achieve the purpose of the CARES Act.

1. Primarily to address digital inclusion and related technical support, using the following types of data to inform targeted efforts:
 - o Poverty/Supplemental Nutrition Assistance Program (SNAP)
 - o Unemployment and Broadband availability
2. Secondly to address other efforts that prevent, prepare for, and respond to COVID-19.

Examples of purchases can include:

- Device lending to patrons (hotspots, laptops, Chromebook, tablets, ereaders, etc.) Devices must be configured to ensure compliance with CIPA (filtering). *See attached CIPA document for guidelines.*
- Laptop for offsite library use by director, if your library does not already have at least one available
- Materials or technology for virtual or passive programming (craft supplies, video equipment, etc.)
- Personal protective equipment (PPE)
- Cleaning or social-distancing items
- Expanded bandwidth/upgraded network technology

- Virtual Summer Reading costs
- Other virtual programming
- Digital resources such as ebooks and audiobooks
- Unemployment resources (online tools, publications, etc.)
- Continuing education for staff
- Website development
- Outreach / promotion of services to under-served populations
- Technology

This list is not exhaustive. If you are unsure if something will qualify, email alice.smith@ks.gov with your questions.

Libraries should make every effort to spend funding in a way that supports underserved populations based on:

- Poverty and Supplemental Nutrition Assistance Program (SNAP)
- Unemployment and Broadband Availability

Funds distribution: Libraries wishing to receive direct deposit of grant monies should complete a DA-130 IF you have not done so previously. Direct deposit is our **preferred** method of distribution. If you received a paper check for state aid this year then you probably have not submitted a DA-130. Please attach this form to your application, if applicable.

IMLS Acknowledgement: CARES Act grant award sub-recipients (including all public libraries and public library systems) are required to acknowledge IMLS as the funding agency. All products and informational materials that are supported by a CARES Act grant must include a logo and an acknowledgement. More information is available at: <https://www.ims.gov/grants/manage-your-award/grantee-communications-kit/ims-acknowledgement-requirements>

Timeline:

July 31, 2020: Application Deadline.

August 2020: Funding Dispersed.

September 30, 2020: Libraries should make every effort to expend the full amount awarded and according to grant guidelines by this date.

October 31, 2020: Libraries must submit documentation of purchase and complete a brief report via a form provided by the State Library of Kansas.

Application (7 pages) must be completed, signed, and submitted to the State Library of Kansas by email:

Please complete and print application, and sign. Scan and email the document as an attachment.

Email the completed grant application to: alice.smith@ks.gov

with subject line "KS Libraries Care application".

Include the DA-130 direct deposit form, if applicable.

If you have questions about this grant, please email Alice Smith: alice.smith@ks.gov

Submission deadline for application is: Friday, July 31, 2020 by 5:00 PM CST

