

To: Oklahoma Children and Teen Librarians  
From: Adrienne Butler, Youth Services Consultant  
Subject: The Kid IS the Rocket STEM Grant Announcement  
Date: March 23, 2015

The Oklahoma Department of Libraries is pleased to announce the availability of this Institute for Museums and Libraries Services and State of Oklahoma competitive grant to Oklahoma Public Librarians who serve youth ages 0 to 18. I hope that you will take advantage of this opportunity. Below you will find the details pertaining to this grant.

**Grant Title: The Kid IS the Rocket Competitive Grant**

**Grant Deadline: April 24, 2015**

**Grants Awarded By or Before: May 4, 2015**

Recipients should send all questions to Adrienne Butler, Youth Services Consultant, Oklahoma Department of Libraries, 200 Northeast 18<sup>th</sup> Street, Oklahoma City, OK 73105-3298, [adrienne.butler@libraries.ok.gov](mailto:adrienne.butler@libraries.ok.gov), 405.522.3323.

**Purpose of the Grant:**

The purpose of this grant is to provide Oklahoma public libraries the opportunity to purchase STEM (science, technology, engineering, and math) materials to support programs and activities for the youth in their communities.

**Target Audience:**

Children aged 0 to 18 who visit their local public library in Oklahoma.

**Funds Available: \$100,000**

This is a competitive grant.

**Grant:**

Each library recipient will submit the following information in their proposal to the Oklahoma Department of Libraries.

**STEM Program****Background**

Briefly describe in no more than two to three (2-3) paragraphs what programs or activities your library provides that support STEM. If you are not currently supporting STEM briefly describe your current program that you feel best illustrates youth programs at your library. Include the following: materials used; reaction of participants; comments from caregivers, parents, or teachers, partnership(s), outreach to underserved populations, and your target population for the program. (Total possible points: 5)

**Present**

Describe the program/activity that you are proposing in no more than two to three (2-3) paragraphs. Include target age group(s), any partnerships, any outreach. Required is an Excel line item(s) list of materials you wish to purchase, include tax (if applicable) shipping costs, and indirect costs not to exceed 10%. Claiming indirect costs is OPTIONAL. (See below for information on indirect costs.) The Excel sheet must be submitted email to Adrienne Butler, [adrienne.butler@libraries.ok.gov](mailto:adrienne.butler@libraries.ok.gov). Please note your name and library on the spreadsheet. Funding can be full or partial. (Total possible points: 7)

**Future**

Briefly describe in no more than two (2) paragraphs how you would like to grow or extend the IMLS Federally Funded program or activity over the next six to twelve months. Include, target population, outreach to underserved population, partnership(s), funding opportunity and any materials that would be required. Cost does not need to be included. (Total possible points: 4)

Incomplete proposals will not be considered.

---

**Submission**

- Public libraries - can only submit one (1) application.
- System libraries - branches will be considered as “standalone” and can submit one (1) application individually. Please work with your system grant staff or system director before submitting. Proposals from branches are encouraged to be unique.

## Proposal Checklist

All proposals should include the following information: your name, library name, contact information, a brief description of past STEM programs or activities, the program or activity for which you are seeking funding and an accompanying line item list of costs (OPTIONAL), future plans to grow or extend the funded program or activity.

All proposals must be submitted on SurveyMonkey. With the exception of the line item costs which will be emailed. Written, typed, mailed, emailed, or faxed proposals will not be considered.

---

### Grantees:

#### Evaluation (Due Fall 2015)

- Provide an Excel line item list of funds spent. Include itemized and documented indirect expenses (see below on indirect costs.) **All federal funds must be spent by August 1, 2015.**
- Provide a line item list of any matched funds.
- Submit responses from two (2) parents about the IMLS Federally Funded program or activity. Survey is provided by ODL.
- Submit the number of programs and overall attendance.
- Provide any partnership or outreach information.
- Include **Sponsor Information** on all marketing and promotion.
- Provide a copy of any press releases, marketing and promotion along with no more than two (2) pictures.
- Describe your observations on the program or activity.
- There may be a request that you present at a meeting either centrally located or in your region in the fall of 2015. ODL will provide an outline for the presenter.

All above information will be submitted on SurveyMonkey with the exception of the Excel line item list of Federal Funds and any matching funds. This list can be submitted email on a spreadsheet. Include your name and library on the spreadsheet.

System libraries – branch libraries must submit the evaluation and line item list individually.

---

### **Sponsor Information:**

Sponsor information should include the Institute for Museums and Libraries Services and the Oklahoma Department of Libraries. Graphics can be found on the CYA Wiki,

[http://cyawiki.oklibraries.org/~libshare/cya/wiki/index.php?title=IMLS\\_Information](http://cyawiki.oklibraries.org/~libshare/cya/wiki/index.php?title=IMLS_Information)

### **Indirect Costs:**

The State Library is responsible for establishing the indirect costs rate for its subrecipient's (public library's) in accordance with the Office of Management and Budget, [http://www.whitehouse.gov/omb/circulars\\_a122\\_2004/#ac](http://www.whitehouse.gov/omb/circulars_a122_2004/#ac). When acting as a pass-through entity, the State Library is required to honor a subrecipient's federally negotiated indirect cost rate if one already exists. If no such rate exists, the State Library must honor the minimum rate of 10 percent of the subrecipient's modified total direct costs. The Oklahoma Department of Libraries cannot negotiate any rates. Public Libraries can negotiate a rate with the Federal Government. Claiming indirect costs by public libraries is OPTIONAL.

An indirect cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization. On The Kid IS the Rocket SurveyMonkey submission form, choose one of these three options:

1. Use a current indirect cost rate that has been negotiated with a federal agency. Include a copy of the current negotiated agreement as an attachment.
2. Use a rate not to exceed 10% of total direct costs if you have never had a federally negotiated indirect cost rate. (This will need to be included in the Excel file.)
3. Budget does not include any indirect costs.

Indirect costs must be reported and justified (itemized and documented eligible expenses on budget reports which subrecipient's return to ODL and report. (This will be included on the Excel file at the time of evaluation.)

Subrecipient's can waive this indirect cost.

Indirect costs may also be counted as part of an in-kind Match.