

**Brief Grant Proposal for Continuing Projects
Library Services and Technology Act FFY2013**

This form is available on our Web site via: <http://www.oregon.gov/OSL/LD/grantmainalt.shtml>. Use this form only if applying for continuing grant funding. Proposals not meeting the following conditions will be returned. The form must not exceed the cover page and two pages of proposal content. A page is defined as one side of a sheet of paper. Use 12 point Times New Roman with one inch margins. Do not alter the format of this form. The deadline for receipt of this proposal is **5:00 pm on Friday, April 13, 2012.**

General Information

Project Title: Expanding Latino Outreach

Applicant: Cornelius Public Library

Address: 1355 N. Barlow St, Cornelius, OR 97113

Contact Person: Karen Hill

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Fiscal Agent (if different than Applicant): City of Cornelius

Authorized by: Karen Hill

Title: Library Director

Signature:

Date:

Project URL (if any): Not applicable

PLEASE INDICATE THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:
(Check applicable boxes)

THIS IS THE

2nd YEAR OF A
 3rd YEAR OF A

TWO YEAR GRANT PROJECT
 THREE YEAR

For projects that are anticipated to continue another year, be sure to include an estimate of the future funds anticipated to be needed in the Section 4 budget discussion and Section 5 grid.

THIS IS PRIORITY ___ OF THIS AGENCY'S PROPOSALS.

This form must be received at the State Library no later than **5:00 pm on Friday, April 13, 2012. Faxed copies will not be accepted.** Mail or deliver **one copy** of your proposal to:

Library Development Services
Oregon State Library
250 Winter St. NE
Salem, OR 97301-3950

As a courtesy, the State Library asks that you email an electronic copy of your proposal, in rtf or Word format, to ann.reed@state.or.us. This does not substitute for the signed, mailed copy.

Project Proposal (insert your text after each section)

Section 1. Briefly describe the project. Indicate the overall goal and objectives of the multi-year project.

The Latino population in Cornelius has exceeded 50% and this population’s demand for library services is increasing far more quickly than staff resources. This is a national trend. The Cornelius Library will develop a program to extend its successful Latino Outreach program while providing library school and education graduate students a paid internship to build their skills in library literacy services to diverse populations. The project will offer a paid internship to a bilingual graduate student to work with the Cornelius Library Latino Outreach Coordinator to provide information, storytimes and special programs in the community. We will expand the reach of Spanish language library services to more of the community by creating a simple, sustainable program to have paid interns offer basic library services to more agencies and people.

Section 2. Describe the progress accomplished in the current grant year to date and justify the need for continued funding.

Last year LSTA projects did not begin until after April 2011. We planned our project to begin in May 2012 to avoid any waiting on funding or issues with federal delays. Currently library staff have planned which statistical measurements will be used and exactly how they will be calculated for a before and after snapshot of the project. The City of Cornelius approved a new position title and description for the Intern. An advertisement for the recruitment has been made and will be issued at the beginning of May. We hope to hire our first intern for Summer term to begin as soon as June 1, 2012. We have secured the matching funds from the Friends of the Library pending a mid- term report of the first intern in July.

Section 3. Indicate the project goal for the next year. List the quantified objectives that will be used to measure whether the goal is accomplished. Describe the specific activities that will be undertaken to meet each objective.

GOAL: Expand the reach of Cornelius Latino Outreach services.

OBJECTIVES:

- 1) Operate a program that can be managed easily and is replicable and sustainable.
- 2) Sustain 3 additional basic Latino programs per week beginning week 3 of internship and averaging 10 participants each.

ACTIVITIES:

March 2012	Staff will develop written guidelines and expectations of basic programs offered.
April 2012	Staff will develop a simple training strategy.
April 2012	Staff will plan recruiting strategy.
May 2012	Director will recruit and hire one bilingual graduate for renewal terms.
June 2012	Latino Outreach Coordinator will advise and train intern
Summer term	Intern will provide 3 programs per week and track attendance and record comments.
August 2012	Staff will evaluate intern and programs.

Appendix D - Brief Proposal for Continuing Projects

August 2012	Intern will continue for another term if desirable or another recruitment and training cycle will occur.
September 2012	Staff will revise program based on evaluations, feedback, and statistics.
February 2013	Continue program with third intern semester.
April 2013	Evaluate first two semesters. Adjust recruitment, training and strategy as necessary.
May 2013	Finalize training strategy in written format. Write manual on how to offer a bilingual graduate internship.
July 2013	Present manual and lessons learned at NW Reforma meeting.

Section 4. Provide specifics about this proposed year’s project’s budget. Identify any additional resources obtained for the project.

Interns will work 15 hours per week as Library Aide (approximately \$14.76/hour). A typical 12 week term would cost \$2,657. Two 12 week and one 8 week (summer) term is 32 weeks/480 hours. Total wages are \$7,085. Benefits average \$30 per week; totaling about \$960. Travel for outreach and training are allocated at \$250.

During the second year of the project, we expect staff support at \$20 per hour for 100 hours to hire, train, job shadow, and evaluate (\$1,420). Management staff will take 25 hours at \$30 per hour to prepare and manage the program (research, recruit, report, communicate with partners, participate in evaluations, etc.) (\$1,500). Books/videos will be purchased to support ongoing needs of the specific programs (\$500). Advertising will be primarily with digital media i.e. listserv’s and school internship web pages.

Friends of the Cornelius Public Library have voted to support the project with \$3,500. The City of Cornelius will fund the \$1,323 from the Library budget. \$4,023 is being requested from LSTA for the 2nd year.

Section 5. Proposed project budget summary (Use this format – do not alter it):
(Double click on the table to enter data. Before closing the table, be sure to scroll to the top of it)

Item	Local Cash	Local In-Kind	LSTA	TOTAL
Personnel	\$3,543	\$2,320	\$3,543	\$9,406
Benefits	\$480		\$480	\$960
Travel	\$250			\$250
Equipment				\$0
Supplies	\$50			\$50
Contractual				\$0
Library Materials	\$500			\$500
Total Direct Charges	\$4,823	\$2,320	\$4,023	\$11,166
Indirect Charges**	\$0	\$0	\$0	\$0
Total Budget	\$4,823	\$2,320	\$4,023	\$11,166

Proposed third year LSTA amount: ____na____