

**Brief Grant Proposal for Continuing Projects  
Library Services and Technology Act FFY2014**

This form is available for download in Microsoft Word on our web site via:  
[www.oregon.gov/osl/LD/Pages/grantmainalt.aspx](http://www.oregon.gov/osl/LD/Pages/grantmainalt.aspx). Use this form only if applying for continuing grant funding. Proposals not meeting the following conditions will be returned. The form must not exceed this cover page and two single-sided pages of proposal content. Use 12 point Times New Roman with one inch margins. Do not change the words on this form. The deadline for receipt of this proposal is **5:00 pm on Friday, April 12, 2013.**

**General Information**

Project Title: Expanding Opportunities Program

Applicant: Josephine Community Libraries, Inc. (JCLI)

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Fiscal Agent (if different than Applicant): N/A

Authorized by: Kate Lasky

Title: Executive Director

Signature: *Kate Lasky*

Date: *4-12-13*

Project URL (if any):

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

THIS IS THE

2<sup>nd</sup> YEAR OF A

TWO YEAR GRANT PROJECT

3<sup>rd</sup> YEAR OF A

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 N/A OF THIS AGENCY'S PROPOSALS.

A Word or PDF version of your proposal, and one original of this form with signature must be received at the State Library no later than **5:00 pm on Friday, April 12, 2013**. Faxed copies will not be accepted. Send the electronic copy to [ann.reed@state.or.us](mailto:ann.reed@state.or.us).

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

**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 goal of the Expanding Opportunities Program is to provide information skills training for library patrons and community partners on library resources that can meet the needs of citizens looking to improve their lives through education, employment, and entrepreneurship.

Objective 1 is to determine the information needs of the target audience of all ages and partner organizations throughout the community within two months of the start of Year 1.

Objective 2 is to develop at least six two-hour workshops on information literacy related to the identified needs of the target audience and partnering organizations around the areas of education, employability, and entrepreneurship within five months of the start of Year 1.

Objective 3 is to offer the six different two-hour workshops on information literacy to the target audience, including those at partnering organizations, starting at six months after program start.

Objective 4 is to foster at least three additional partnerships or participants in the community to build on the established model and broaden the reach of the information literacy programs related to education, employability, and entrepreneurship, starting at nine months after program start.

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

As the funding has not yet been released, the Year 1 grant year has not yet started. However, meetings have been held with the program partners (Grants Pass School District 7, Rogue Community College, and The Job Council) to explore preliminary program ideas. The program coordinator job description has been refined and recruitment plans have been drafted.

The scope of the first year of the Expanding Opportunities Program emphasizes program setup, needs assessment, and pilot workshops to gauge the needs of the target audiences and the partnering organizations. Continued funding is needed to realize the full program vision. In Year 2, we'll refine the program to reflect the findings of Year 1 and ensure the most positive and effective impact on the target audience and the services provided by the libraries and its partners.

**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 briefly the activities that will be undertaken to meet each objective. Briefly indicate how you will evaluate the outcome(s) of this project. See instructions.**

The goal of Expanding Opportunities Program, Year 2, is to focus, refine, and grow the program offerings to meet the information literacy needs of the target audience so they can improve their lives through better education, employment, or entrepreneurship.

Objective 1. Within two months of the start of Year 2, evaluate the results of Year 1 and focus and refine the program offerings to meet the information needs of the target audience.

Activity: Collect and analyze Year 1 workshop evaluation results.

Activity: Refine Year 2 program plans to reflect evaluation findings.

Objective 2. Within five months of the start of Year 2, develop four additional two-hour workshops related to the needs of the target audience and partnering organizations.

Activity: Assess and refresh materials acquisitions related to the program focus areas.

- Activity: Develop patron-driven curriculum for four different two-hour workshops.
- Activity: Conduct train-the-trainer sessions for library staff and volunteers.
- Objective 3. By the end of Year 2, offer the four new two-hour workshops to at least 30 participants along with six workshops developed in Year 1 to at least 45 participants.
- Activity: Develop, distribute, and advertise the workshop schedule..
- Activity: Conduct at least three workshops per month to the target audience.
- Activity: Implement a schedule for one-on-one direct coaching with library patrons.
- Activity: Conduct train-the-trainer sessions for staff members of program partners.
- Objective 4. Within seven months of the start of Year 2, develop three ideas for extending the reach of the library beyond its hours and walls out into other venues throughout the community.
- Activity: Conduct a brainstorming session with program partners.
- Activity: Conduct a survey for ideas from workshop participants and other library users.
- Activity: Evaluate and choose three ideas that are most feasible for further development.

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

The LSTA Personnel and Benefits costs are for the Expanding Opportunities Program Coordinator and represent a 5 percent increase over Year 1.  
 The LSTA Travel costs represent an average of 50 driving miles per week for one year.  
 Equipment costs are for training equipment are paid by local supporting organizations.  
 LSTA supply costs cover paper, copies, pens, and other supplies needed for the workshops.  
 LSTA contractual costs are for any specialized curriculum development, graphic design, workshop delivery, and group facilitation that supplements the efforts of the Program Coordinator. The amount paid by local in-kind represents printing and Web communications.  
 Library materials are for additions to the collection to refresh the program focus areas. This amount is paid by the JCLI operating budget and funding from local organizations.

We hope to obtain sustaining support from program partners, local government, and local foundations who have an interest in alleviating the problems this proposal addresses. We also expect support for this program from passing an eventual library district election.

**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                   |                 |                 | \$54,600        | \$54,600         |
| Benefits                    |                 |                 | \$6,300         | \$6,300          |
| Travel                      |                 |                 | \$1,469         | \$1,469          |
| Equipment                   | \$24,000        |                 |                 | \$24,000         |
| Supplies                    |                 |                 | \$1,000         | \$1,000          |
| Contractual                 |                 | \$18,950        | \$5,000         | \$23,950         |
| Library Materials           | \$26,000        |                 |                 | \$26,000         |
| <b>Total Direct Charges</b> | <b>\$50,000</b> | <b>\$18,950</b> | <b>\$68,369</b> | <b>\$137,319</b> |
| <i>Indirect Charges</i>     | \$0             | \$0             | \$0             | \$0              |
| <b>Total Budget</b>         | <b>\$50,000</b> | <b>\$18,950</b> | <b>\$68,369</b> | <b>\$137,319</b> |

Proposed third year LSTA amount: N/A

