Brief Grant Proposal for New Projects
Library Services and Technology Act FFY2011

This form is available for download in Microsoft Word on our web site via: http://www.oregon.gov/OSL/LD/grantmainalt.shtml**.** Proposals not meeting the following conditions will be returned. The form must not exceed this 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. The deadline for receipt of this proposal is **5:00 pm on Friday April 16, 2010. Use form Appendix D if applying for a second or third year of funding.**

General Information

Project Title: Surfing Umatilla County

Applicant: Umatilla County Special Library District

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Fiscal Agent (if different than Applicant):

Authorized by: Title:

Signature: Date:

PLEASE INDICATE THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:
(Check applicable boxes)
THIS IS THE   ☒ 1ˢᵗ YEAR OF A   ☒ONE YEAR   GRANT PROJECT.
                                   ☐TWO YEAR
                                   ☐THREE YEAR

For projects that are anticipated to be multi-year projects be sure to include an estimate of the funds anticipated to be needed for future years in the Section 4 budget discussion and Section 5 grid.

THIS IS PRIORITY 1 OF THIS ORGANIZATION'S PROPOSALS.

This form must be received at the State Library no later than **5:00 pm on Friday, April 16, 2010**. **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

Section 1.   **Insert the exact text of the single most relevant goal and high-level outcome from the *Library Services and Technology Act (LSTA) Five-Year State Plan* that will be addressed by the grant project.**

GOAL # 2 – Developing Information Literacy Skills

All Oregonians have the information literacy skills they need to find, evaluate, and use the information resources that they need to succeed.

      High Level Outcome

    ●Information literacy skills are enhanced by integration of information literacy components into lifelong learning activities undertaken by libraries

        ◆Supporting efforts that encourage collaboration, cooperation, and coordination of adult programming efforts

Section 2.   **Describe the problem that will be addressed by the proposed grant project.**

All of the libraries in Umatilla County Special Library District have public Internet computers. However, many adults, especially in older demographic groups, are not comfortable with their computer use skills and cannot manage their library accounts on-line or use electronic resources hosted by the libraries. These individuals are cut off from the growing number of programs and services available through the world wide web. In Umatilla County, access to computer skills training is offered through Blue Mountain Community College. Many older adults are not willing to attend college classes citing reasons that include the expense and the distance from outlying communities to campus. Public libraries are a logical choice for adult learners seeking beginning lessons in computer and Internet use. The Pendleton Public Library currently offers a series of introductory computer classes with excellent results. This project will give the county's largest library the capacity to provide outreach to 11 smaller libraries to help them reach this important service goal.

Section 3.   **Describe the proposed solution that the project will implement. Indicate the project goal, and 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.**

Goal: All libraries in the Umatilla County Special Library District will receive the training and resources needed to offer a series of free computer skills training lessons for adult library users. Once trained, classes will be offered on a regular basis.

Objective 1: Create 11 portable totes for basic library skills training classes, focusing on those skills that support successful use of library resources by March 2011.

      Activities:

    1.Develop content for four, 1.5 hour classes. A) Basic keyboarding and mousing skills. B) Introductory Internet and email skills. C) How to manage your library account and use electronic resources. D) "Gizmos and Gadgets": portable drives, digital cameras, ebooks, etc.(Two totes for this class; to be housed at UCSLD office and circulated).

    2.Purchase or obtain donations of equipment to support classes.

Objective 2: Train librarians at UCSLD member libraries by May 2011.

          Activities:

    1.Schedule and complete training sessions at each participating library so that training is conducted using available equipment and configurations. Determine which libraries will offer class in summer; which libraries will begin in fall.

    2.Evaluate human resources needed to offer classes (Staff adequate? Volunteers needed?)

Objective 3: Market program county-wide: May 2011 for summer and September 2011 for fall classes.
    1.Local press release; posters designed, printed and delivered to libraries for distribution.
    2.Conduct a minimum of 5 presentations to community organizations serving older citizens located regionally within county.
    3.Volunteers recruited and trained where needed.
Objective 4: A minimum of 3 libraries will offer classes beginning in June 2011 for summer series; All libraries offer classes in September 2011 for fall series.
    1.Summer classes organized to use teen volunteers where possible as a Teen Summer Reading activity.
Objective 5: Evaluate response to training.
    1.Staff, volunteers and participants will complete an assessment of initial skills prior to training and upon completing training.
    2.Library directors from participating libraries will plan and schedule adult education activities for the following year (2012) that build on skills learned at these sessions. Examples could include: On-line resources for vacation planning; Accessing and using government services on-line; On-line safety issues – protecting your identity, etc.

Section 4.   Provide specifics about the project budget.
Personnel: In-kind: 12 participating librarians x 10 hours planning x $30 = $3,600. LSTA: $0
Benefits: In-kind: Pendleton staff x 520 hrs. x $30 x 0.5 = $7,800. LSTA: $0
Travel: Local cash: $500 towards travel expenses including 5 trips to each participating library . Mileage between Pendleton and all libraries totals 600 miles. LSTA: $1,200 As above. Mileage at .55/ mile.
Equipment: In-Kind: $300 Pendleton will donate used keyboard and mouse sets, cables and other misc. equipment needed for demonstrations. LSTA: $2,000 Equipment for "Gizmos and Gadgets" class. 2 Digital cameras, 4 e-books, 2 jump drives.
Supplies: LSTA: $1,000 Binders, totes and printing costs for classes and publicity.
Contractual: LSTA: $15,000 for content development, training, coaching through initial class presentations, purchasing and organizing tote content, marketing materials, and community presentations.
Section 5.   Proposed project budget summary (Use this format – do not alter it):

Item	Local Cash	Local In-Kind	LSTA	Total
Personnel	$0	$3,600	$0	$3,600
Benefits	$0	$7,800	$0	$7,800
Travel	$500	$0	$1,200	$1,700
Equipment	$0	$300	$2,000	$2,300
Supplies	$0	$0	$1,000	$1,000
Contractual	$0	$0	$15,000	$15,000
Library Materials	$0	$0	$0	$0
Total Direct Charge	$500	$11,700	$19,200	$31,400
Indirect Charges	$0	$0	$0	$0
Total Budget	$500	$11,700	$19,200	$31,400

Proposed second year LSTA amount: ___0_____ Proposed third year LSTA amount: ____0_____