LIBRARIES
TRANSFORMING
COMMUNITIES

ACCESSIBLE SMALL AND RURAL COMMUNITIES

ALA American Library Association

PRE-APPLICATION WEBINAR

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LIBRARIES TRANSFORMING COMMUNITIES
ACCESSIBLE SMALL AND RURAL COMMUNITIES

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A SPECIAL GRANT OPPORTUNITY FOR SMALL AND RURAL LIBRARIES

ala.org/LTCAccess

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WHY CONVERSATIONS?

WHY LIBRARIES?

GRANT INFORMATION

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WHO IS ELIGIBLE?

- All types of libraries - public, academic, community college, k-12, tribal
- Libraries serving small and rural communities in the U.S. and U.S. territories.

WHO IS ELIGIBLE?

- According to IMLS:
  - "Small" = a population of 25,000 or less
  - "Rural" = more than, or equal to, five miles from an urbanized area (of 25,000 or more)
- Previous LTC grant recipients are eligible (including Round 1and 2)
- Questions about eligibility? Check out the FAQs page or email PublicPrograms@ala.org.

WHAT WILL YOUR LIBRARY RECEIVE?

- $10,000 or $20,000
- Professional development
- Online resources and project support

WHAT ARE THE REQUIREMENT?

- Complete all facilitation and accessibility virtual trainings (est. 4-6 hrs)
- Host at least one conversation with the primary audience identified in your proposal using skills from the trainings
- Use findings/outcomes from the community conversation to refine project plans
- Share what you have learned

TAKING THE TRAININGS

1. Complete all facilitation and accessibility virtual trainings (est. 4-6 hrs)
    - 6-part e-course on facilitation skills (est. 4 hrs)
        - "Conversations in the Library: Getting Started"
        - "Laying the Groundwork: Planning a Conversation"
        - "Setting the Room: Navigating Logistics and Setting up a Conversation"
        - "In the Moment: Leading a Conversation and Managing Group Dynamics"
        - "The Follow-up: Closing a Conversation and Preparing Next Steps"
        - "Going Virtual: Technology and Facilitation Approaches for Online Conversations"
    - Disability 101 virtual training (est. 1 hr)
    - Community Engagement 101 training (est. 1 hr)

HOSTING CONVERSATIONS

2. Host at least one conversation with the primary audience identified in your proposal using skills from the trainings

- Focus on discussing accessibility in the community and library in order to collaboratively identify existing resources, needs, and priorities.
- Conversation can be in person, virtual, or hybrid

UPDATE YOUR PLANS

3. Use findings/outcomes from the community conversation to refine project plans

SHARE OUTCOMES

3. Share what you learned
    - Local newspaper or other media outlets
    - Your library's social media (e.g. YouTube, Facebook, etc.)
    - A letter or email to a state legislator or other elected official
    - A library blog or podcast
    - PLA's Project Outcome OR ACRL's Project Outcome

WHAT CAN YOU SPEND THE MONEY ON?

Grant funds may cover a wide range of expenses:

- Library staff time
- Honoraria for conversation participants
- Payment to project partners
- Facility upgrades
- Tech equipment
- Books or other collection materials
- Training for library staff
- Project supplies
- Promotion and publicity

Grant funds may not be used to support indirect costs (e.g. general library administrative expenses) or as donations to other organizations.

APPLICATION WALK-THROUGH

Libraries Transforming Communities: Accessible Small and Rural Communities will offer more than $7 million in grants to small and rural libraries to increase the accessibility of facilities, services, and programs to better serve people with disabilities.

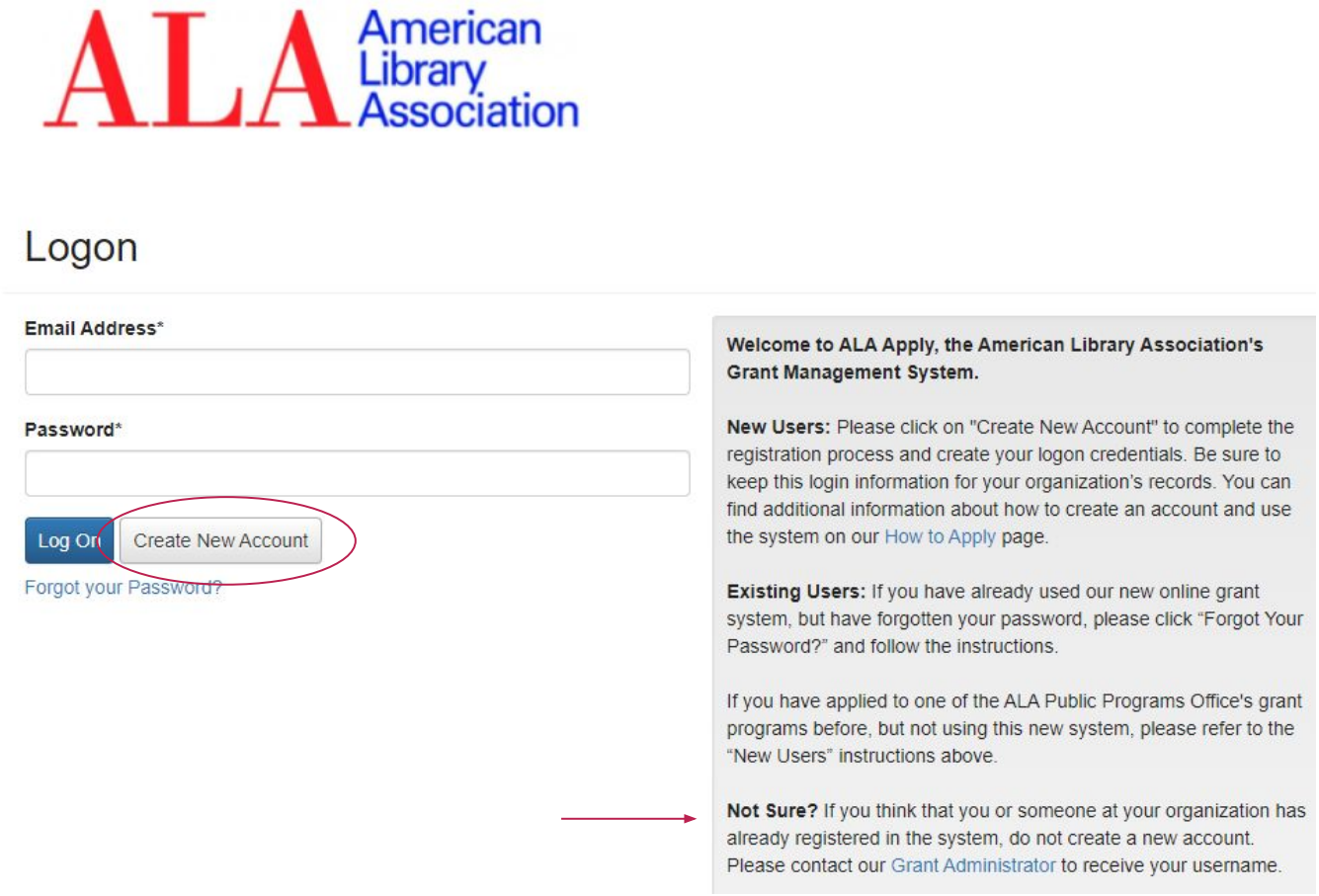
To be eligible, a library must have a legal service area population of 25,000 or less and be located at least five miles from an urbanized area, in keeping with Institute of Museum and Library Services (IMLS) definitions of small and rural libraries.

ALA is now accepting applications for grants to be distributed over the next three years ranging from $10,000 to $20,000.

Participating libraries will first conduct community input-gathering sessions to assure that their work aligns with local needs. Libraries will be required to identify the primary audience they are hoping to reach (e.g., homebound seniors, children with autism, Deaf community members) and facilitate a community conversation with the impacted populations in order to guide improvement of the library's services. Grantees would then use the funds to create services or improve their facilities based on the needs identified by their audience.

- Apply now
- Guidelines

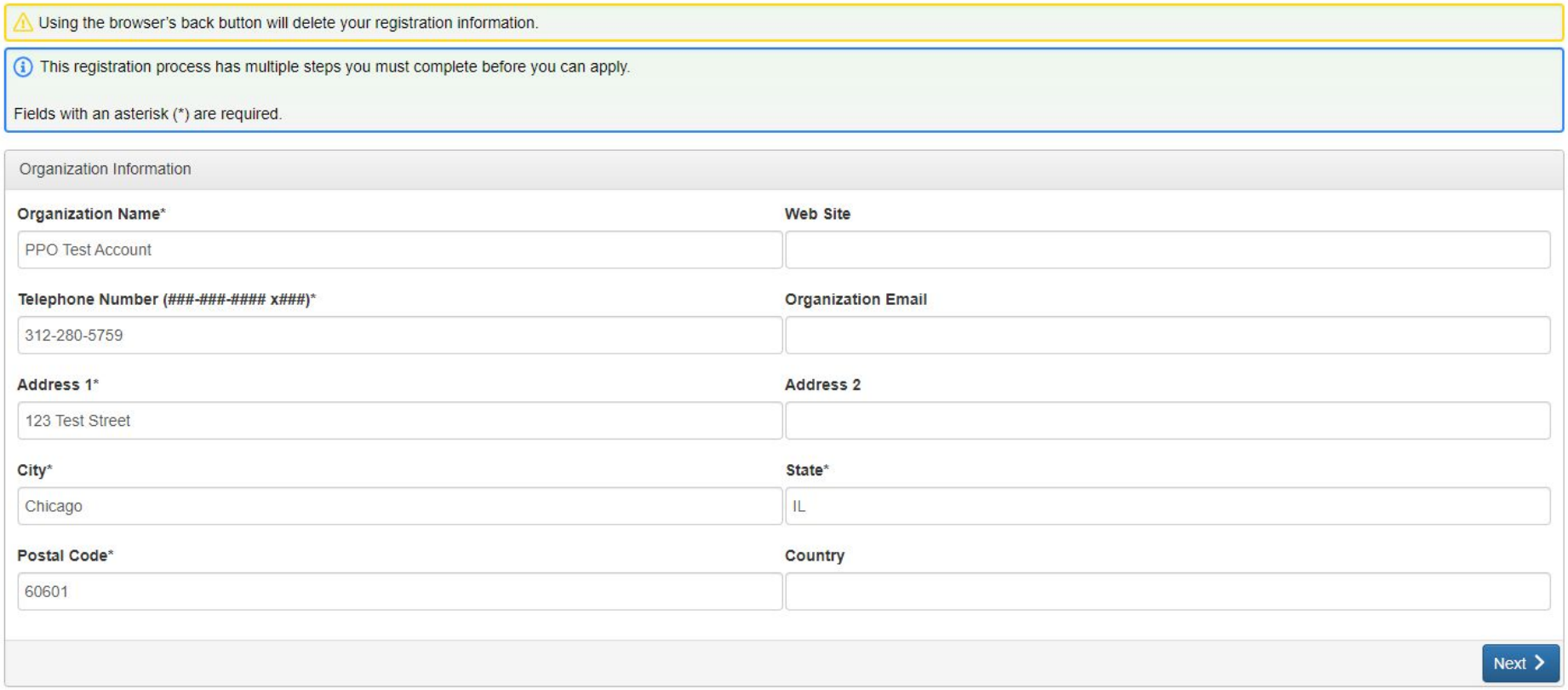
APPLICATION WALK-THROUGH



APPLICATION WALK-THROUGH

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact our Grant Administrator, B.B. Browne at bbrowne@ala.org to receive your username.



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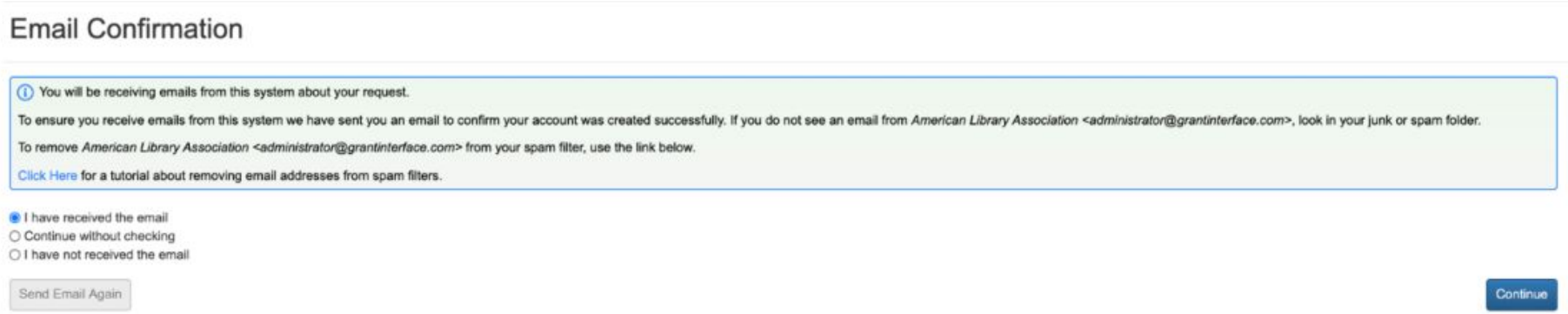
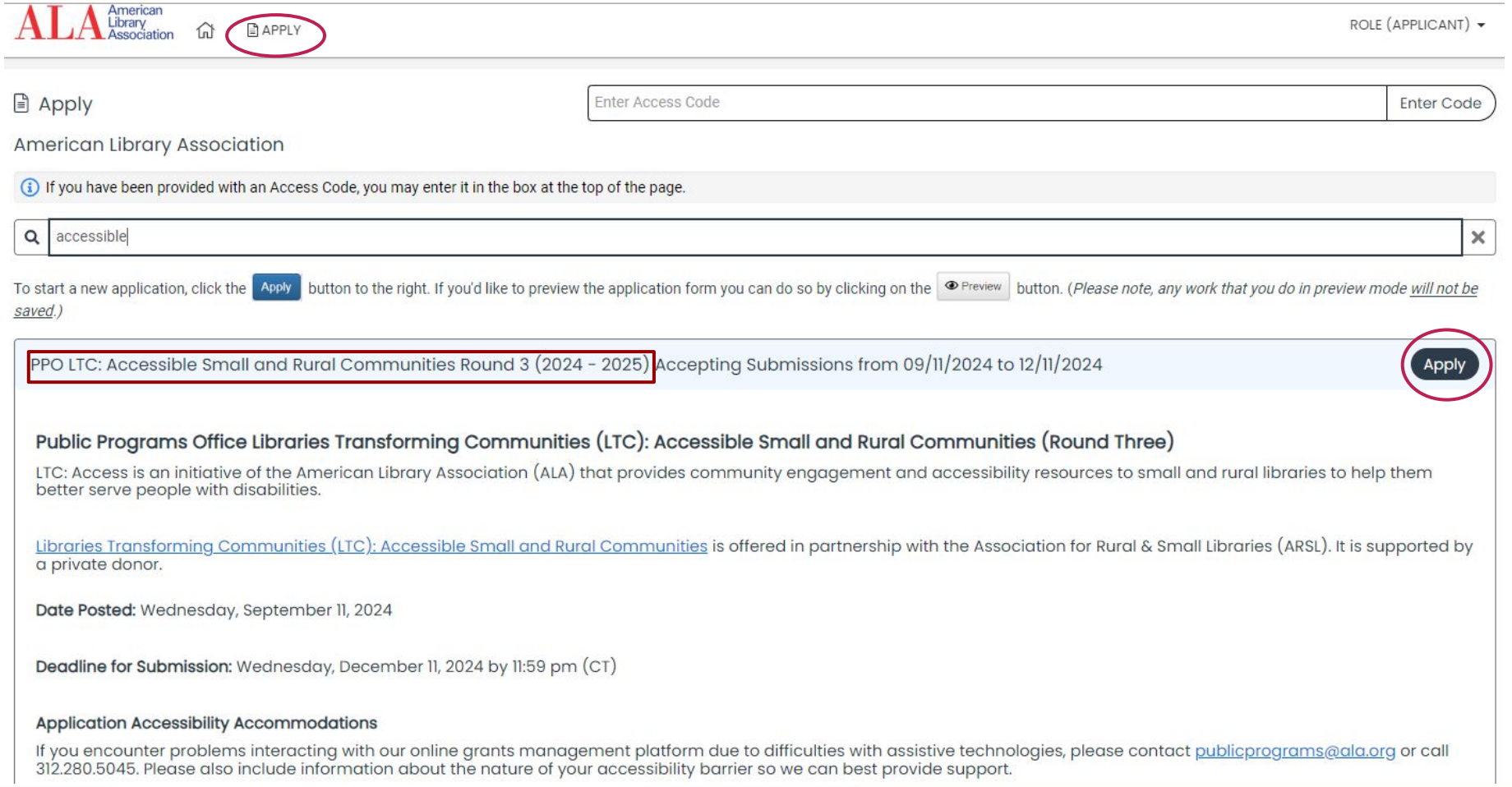


APPLICATION WALK-THROUGH



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APPLICATION WALK-THROUGH

Libraries Transforming Communities (LTC): Accessible Small and Rural Communities is an initiative of the American Library Association (ALA) that provides community engagement and accessibility resources to small and rural libraries to help them better serve people with disabilities.

Prior to beginning your library's application, please read the complete Grant Guidelines.

Opportunity Title*

To begin, please answer the question below "Project Name" by typing the following ten-letter response text box: LTCAccess3

Below, type **LTCAccess3**

LTC Access History*

Has your library previously received an LTC: Accessible Small and Rural Communities grant in Round 1 (LTC ACCESS; awarded April 2023) or in Round 2 (LTC ACCESS 2; awarded in February 2024)?

Check all that apply.

- ☐ My library has not previously received an LTC: Access grant.
- ☐ My library received an LTC: Access Round 1 grant.
- ☐ My library received an LTC: Access Round 2 grant.

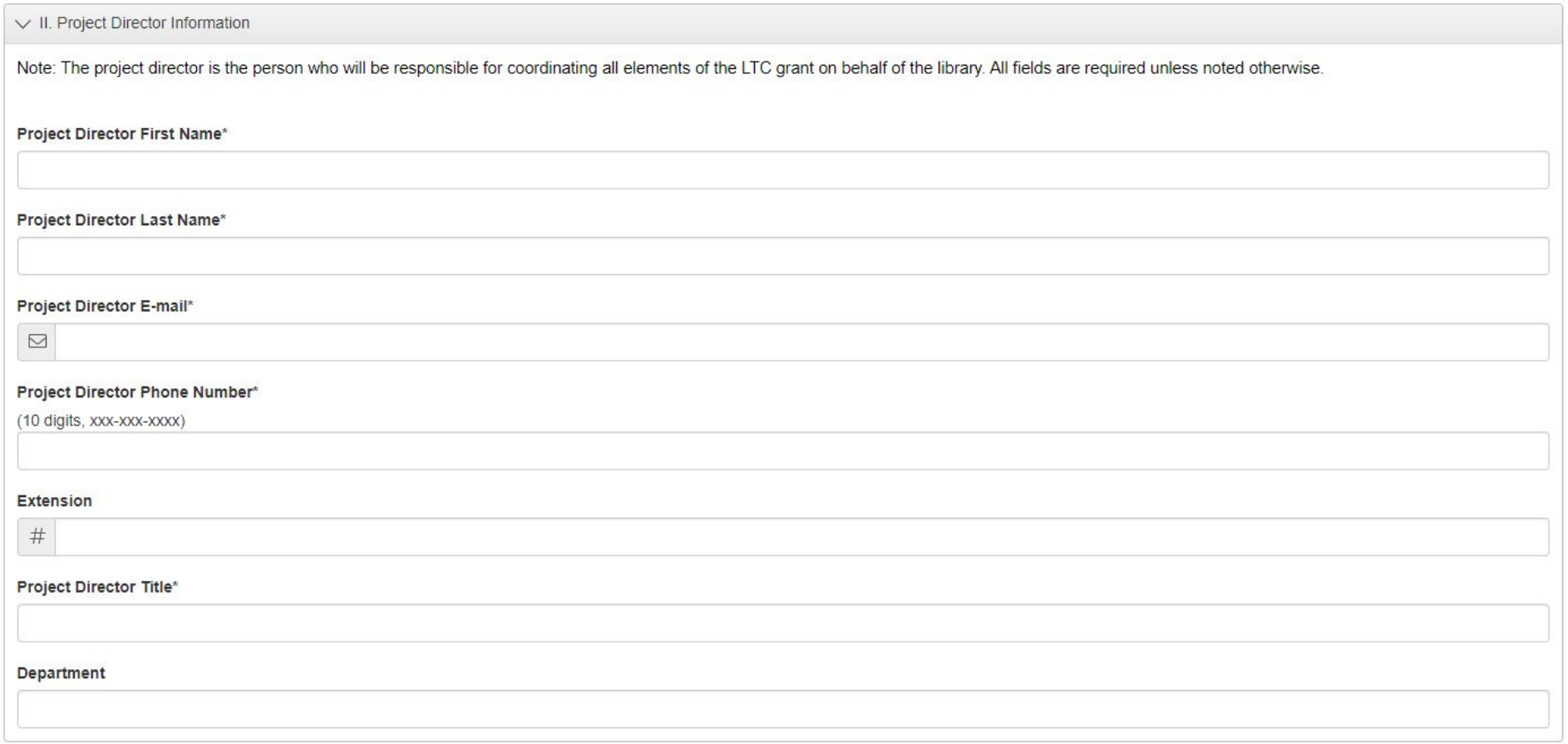
Grant Amount*

ALA will make up to 250 awards of $10,000 and 50 awards of $20,000 to eligible institutions. Please indicate the amount of funding you would like to be considered for. Please note that if you select "$20,000 OR $10,000" below your application will first be considered for a $20,000 grant. If not selected for the higher level, the proposal will then be considered for a $10,000 award. Your selection below will determine what Budget Plan section will appear in this application for you to complete.

This application should be considered for a:

- ○ $10,000 grant ONLY
- ○ $20,000 grant ONLY
- ○ $20,000 OR $10,000

APPLICATION WALK-THROUGH



II. Project Director Information

Note: The project director is the person who will be responsible for coordinating all elements of the LTC grant on behalf of the library. All fields are required unless noted otherwise.

Project Director First Name*

Project Director Last Name*

Project Director E-mail*

Project Director Phone Number*

(10 digits, xxx-xxx-xxxx)

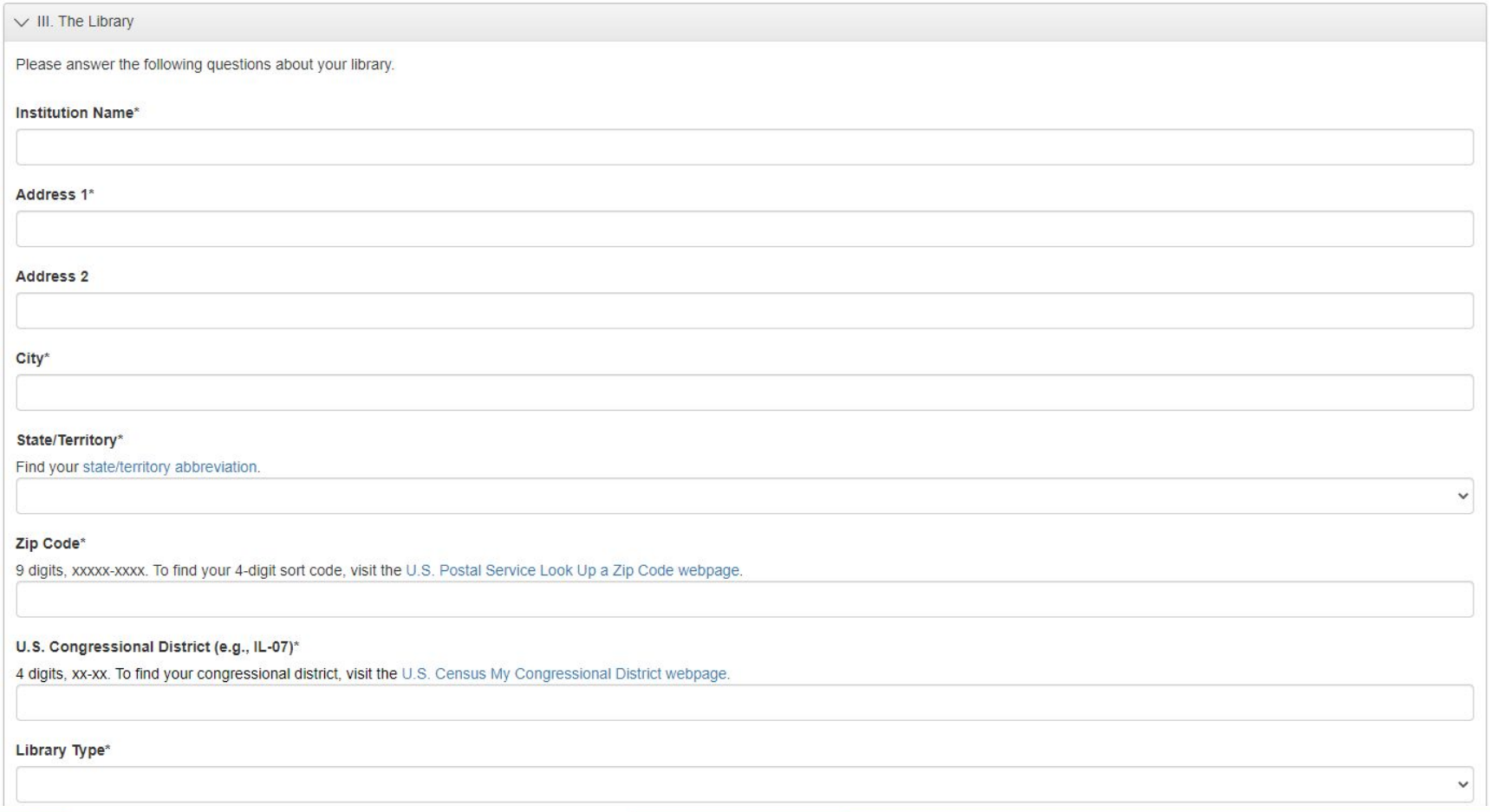
Extension

#

Project Director Title*

Department

APPLICATION WALK-THROUGH



III. The Library

Please answer the following questions about your library.

Institution Name*

Address 1*

Address 2

City*

State/Territory*

Find your state/territory abbreviation.

Zip Code*

9 digits, xxxxx-xxxx. To find your 4-digit sort code, visit the U.S. Postal Service Look Up a Zip Code webpage.

U.S. Congressional District (e.g., IL-07)*

4 digits, xx-xx. To find your congressional district, visit the U.S. Census My Congressional District webpage.

Library Type*

APPLICATION WALK-THROUGH

Number of Branches in Your Library System (if applicable)

Library Branch Name (if applicable)

Library Website URL (if applicable)

Community Type*

Select the option that, in your opinion, best describes your community. Note that these are not precise definitions; we simply want a sense of your community.

Population Size of Your Community*

Select the population size for the municipality (city/town) that your library is located in.

How did you learn about this opportunity?*

If you selected "Other" please specify below.

APPLICATION WALK-THROUGH

IV. Proposal Narrative

Before you compose the narrative part of this application, we strongly recommend that you read the grant guidelines carefully. All sections below are required, unless specified otherwise. Please ensure that you fully answer all the questions listed above each narrative field. If you do not, your application is unlikely to be competitive.

This section contains four required narrative questions. Note that your response for each question is limited to 2,000 characters (approximately 400 words). Please respond to all elements of each question.

1. Community and Library Information*

Describe your library and the community it serves, including demographics, dynamics, and key issues or challenges it faces. What should reviewers know about your library and community in order to understand your proposed project?

2,000 characters left of 2,000

2. Primary Audience*

Describe the primary audience for your project. Why did you choose to focus on this audience? How, if at all, do you currently serve this audience? What are your plans for outreach efforts to engage this audience throughout the project? What are your overarching goals for engaging this audience with your project?

APPLICATION WALK-THROUGH

3. Rationale*

What challenge or opportunity does your project seek to address for the primary audience? How was it identified? Describe how you used relevant information from reliable sources to define the need, challenge, or opportunity you seek to address.

2,000 characters left of 2,000

4. Project Plan*

Describe your preliminary plan for addressing the challenge or opportunity identified. What activities will you carry out to execute the plan? How has the input of the primary audience influenced this plan? How will the perspectives and input of the primary audience continue to be incorporated throughout the project? How will you share information about the project and its outcomes? Do you have any community partners in mind (existing or new) that you plan to engage in the process?

Please Note: All selected sites will be required to facilitate at least one community conversation with the identified primary audience to discuss accessibility in the community and library in order to collaboratively identify existing resources, needs/gaps, and priorities. Sites will be expected to revise or affirm their preliminary plans based on the outcomes of the conversation.

2,000 characters left of 2,000

APPLICATION WALK-THROUGH

$10,000 Budget ONLY

$10,000 Budget Plan*

Describe your plans for the grant funds. What will you use the funding to purchase or support? Please be specific (e.g. $5,000 will be spent on staff time to support the development and implementation of the project, $3,000 will be used to purchase and install an automatic door opener, $1,000 will be used as incentives for conversation participants). The total amount of this section should add up to $10,000.

1,000 characters left of 1,000

$20,000 Budget ONLY

$20,000 Budget Plan*

Describe your plans for the grant funds. What will you use the funding to purchase or support? Please be specific (e.g. $10,000 will be spent on staff time to support the development and implementation of the project, $6,000 will be used to purchase and install an automatic door opener, $2,000 will be used as incentives for conversation participants). The total amount of this section should add up to $20,000.

1,000 characters left of 1,000

BUDGET GUIDANCE

- Write the budget in a list format
- Costs should make sense for the project you are proposing
- There should be a basis for your estimated costs (e.g. quotes, established local prices, etc.)
- Make sure your budget adds up correctly
- If your total project budget is over $10,000 or $20,000 you need to explain how the library will cover costs above the grant amount

APPLICATION WALK-THROUGH

VI. Upload Supporting Documents - OPTIONAL

Please upload any additional materials that support your proposed community engagement project.

These may include, but are not limited to:

- Letters of support
- Sample promotional materials
- Draft conversation agendas
- Draft discussion questions
- Videos

Upload (1)

Upload a file [5 MiB allowed]

Upload (2)

Upload a file [5 MiB allowed]

Upload (3)

Upload a file [5 MiB allowed]

Upload (4)

Upload a file [5 MiB allowed]

Upload (5)

Upload a file [5 MiB allowed]

APPLICATION WALK-THROUGH

VII. E-Sign Application

An application for an LTC: Accessible Small and Rural Communities grant is an application for a grant from ALA, using funding provided by a private donor. ALA is required by law to ask applicants to identify a certifying official who is authorized to submit applications for funding on behalf of the institution.

Certifying Official First Name*

Certifying Official Last Name*

Certifying Official Title*

Certifying Official Institution*

Certifying Official Email Address*

Certification*

By checking this box and submitting this application, the authorized representative for the applicant organization certifies that all statements contained herein are true and correct to the best of their knowledge and belief, and that the applicant organization (including, when pertinent, each additional library branch on whose behalf it is applying) is neither presently debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from participation in this transaction by any federal department or agency.

NOTE: You can check the status of your institution with regard to debarment at the website of the System for Award Management (SAM.gov).

☐ I agree

TIPS FOR A SUCCESSFUL APPLICATION

- Read the guidelines carefully
- Answer all the questions
- Provide numbers and examples to justify why your issue needs to be addressed
- Find partners
- Letters of support are optional
- ALA Public Programs staff is happy to offer pointers and answer questions. Email publicprograms@ala.org

QUESTIONS?