

# TOM GREEN COUNTY GRANT APPLICATION COVERSHEET

Grant Name: CURIOSITY CREATES

Grant Amount/Matching Funds: \$7,500/none

Grant Agency: Association for Library Service to Children (Sponsored by Disney)

Purpose: Provide new programs to children ages 10-14 years

Grant Period: October 1, 2015 – March 31, 2016

Raymond Chubb 9/9/15  
Auditor Date

Information Technology (if applicable) Date

Date Grant Application Approved by Commissioners Court

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## GRANT AWARD COVERSHEET

Applicable Grant Documentation Provided:

Budget Amendment Provided:

Auditor Date

Date Grant Award Accepted by Commissioners Court

\*\*\*\* Use this coversheet for all grant documents submitted to Commissioners Court \*\*\*\*

**TOM GREEN COUNTY  
GRANT APPLICATION COVERSHEET**

Grant Name: Curiosity Creates

Grant Amount/Matching Funds: 7,500/none

Grant Agency: Association for Library Service to Children

Purpose: New children's programs

Grant Period: 10/1/15 - 5/31/16

\_\_\_\_\_  
Auditor Date

\_\_\_\_\_  
Information Technology (if applicable) Date

9/15/15

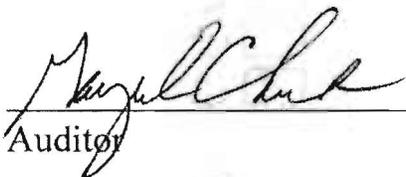
Date Grant Application Approved by Commissioners Court

\*\*\*\*\*

**GRANT AWARD COVERSHEET**

Applicable Grant Documentation Provided:

Budget Amendment Provided:

  
Auditor

12/3/15  
Date

\_\_\_\_\_  
Date Grant Award Accepted by Commissioners Court

# TOM GREEN COUNTY GRANT APPLICATION CHECKLIST

Commissioners Court Date: \_\_\_\_\_

**IF** computer equipment, software, or peripherals will be purchased with grant funds:  
**Two (2)** weeks prior to Commissioners Court Date submit grant information to IT  
(deadline Monday at 5 p.m.)

**One (1)** week prior to Commissioners' Court Date submit grant information to the  
Auditors Office (deadline Monday at 5 p.m.)

Submit a Commissioners Court Agenda item for grant application approval – include:

- The duty of the County that the grant fulfills or supports.
- The negative impacts of not fulfilling this obligation.
- The positive effects of receiving the grant.
- The additional costs incurred by accepting the grant
- New personnel requirements, if any
- Any matching funds the County may be required to contribute.
- How any matching funds will be funded.

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## GRANT AWARD CHECKLIST

Commissioners Court Date: \_\_\_\_\_

**One (1)** week prior to Commissioners' Court Date submit grant information to the  
Auditors Office (deadline Monday at 5 p.m.) to include:

- A copy of the grant award with any back-up documentation available.  ①
- The starting and ending dates of the grant period.  ②
- The individual responsible for submitting grant reports.  ③
- A list of grant expenses and budget amounts.  ④
- The department's point of contact.  ③
- The granting agency's point of contact, to include name,  
phone number, email and physical address (for external audit  
confirmation letters).  ⑤



## Memorandum of Understanding 2015 Curiosity Creates Grant

**Instructions to Library:** Please review the *Project Timeline, Reporting Requirements, and Required Activities*. Then, complete/sign the "Execution of Agreement" on page two (2) of this document. This Memorandum of Understanding (MOU) is an agreement between the Association for Library Service to Children and the signed library who will act as Project Manager of the received funds. In the event that the library uses a Friends of the Library group to serve as a fiscal agent for receipt and distribution of grant funds, the Project Manager of the signed library remains responsible for the completion of grant activities and communication with ALSC, while the fiscal agent accepts responsibility for the distribution and use of grant funds received.

This completed form should be uploaded through the online Curiosity Creates Grant Confirmation Form. It can also be emailed or faxed to Angela Hubbard, ALSC Program Officer, at [ahubbard@ala.org](mailto:ahubbard@ala.org) or (312) 280-5271 by October 15, 2015.

### Section I: Project Timeline, October 1, 2015 through May 31, 2016

- Funds will be distributed as soon as ALSC receives your completed MOU, please allow 2-4 weeks to receive funds from ALA.
- Between **October 1, 2015 and May 31, 2016** all Curiosity Creates grant-funded programming activities will be completed and all funds will be allocated. (2)
- Project final report is due to ALSC on **June 3, 2016**

### Section II: Reporting Requirements:

- Each library is required to submit a final report.
- All reports must be submitted online.
- Final report form will be due **June 3, 2016**:
- Each awarded library is also required to work with and respond to ALSC staff and/or contractors in a timely manner to provide information and details about their program to be included in the compilation of a best practices publication and digital resource.

### Section III: Required Activities

- Conduct one or more Curiosity Creates program(s) serving 6 -14 year olds and incorporating one or more of the seven critical components of creativity, as outlined by the Center for Childhood Creativity
- Communicate in a timely manner with ALSC staff and Paula Holmes, external evaluator for the grant to document progress and best practices
- Complete final report and submit to ALSC by assigned date.



Association for Library Service to Children

## Memorandum of Understanding 2015 Curiosity Creates Grant

### Section IV: Execution of Agreement

October 5, 2015

This signed "Memorandum of Understanding" confirms that the undersigned authorized representative(s) of Tom Green County library will, in good faith, complete the proposed project as described in the accepted grant proposal to the best of their ability.

In addition, the undersigned authorized library representative(s) agrees to fulfill and complete all "required activities" in a timely manner, per the guidelines stated in "Section I: Project Timeline," "Section II: Reporting Requirements," and "Section III: Required Activities."

If Tom Green County library fails to complete the accepted grant proposal or to complete all of the required activities outlined in Section I, II, and III they will forfeit all funds (up to \$7,500) granted to them from ALSC and all distributed funds will be returned to ALSC.

Deviations from the proposal must be submitted in writing and approved by Angela Hubbard, ALSC Program Officer.

ALSC must receive this "Memorandum of Understanding" (MOU) with two signatures (library and project coordinator) by close of business Thursday, October 15, 2015. Please upload, email or fax the MOU Angela Hubbard in the ALSC office. Keep a signed copy for your files.

Upon receipt of the signed MOU your library will receive a one-time payment of the amount requested in your grant proposal (up to \$7,500). These funds must be spent on Curiosity Creates costs in full by June 1, 2016.

Payable to:

Tom Green County Library System

Library/Fiscal Agent:

Nathan Craddock, County Auditor

Address:

33 W. Beaugard

City, State and Zip code:

San Angelo Tx 76903

Library Name:

Tom Green County Library System

Library Director:

Jill Donegan

Phone:

325-655-3721

Email:

jill.donegan@co.tom-green.tx.us

Signature:

Jill Donegan

Date:

Oct 6, 2015

Project Coordinator:

Sally Meyers

Phone:

325-655-3721

Email:

sally.meyers@co.tom-green.tx.us

Signature:

Sally Meyers

Date:

Oct 6, 2015

**Grant Award Information:**

TGC Library    CURIOSITY CREATES    \$7,500

Awarded by Association of Library Services to Children (ALSC)

Start Date: 10/6/2015

End Date: ~~3/31/2016~~ 5/31/16 see (2)

Grant Reports will be done by Marcy Bosequett (3)

Grant expenses: (4)

Consumables (from supplies)	100 -	}	
Books	900 --		
Food/hospitality items	500 - 70368		- Programs & Meetings
Professional Fees	6,000 - 70675		- Professional Fees
<b>TOTAL</b>			<b>\$7,500</b>

Point of Contact: (5)

Angela N. Hubbard  
Program Officer, Projects & Partnerships  
Association for Library Service to Children (ALSC)  
[ahubbard@ala.org](mailto:ahubbard@ala.org) | (312) 280-1398

1. A copy of the grant award with any back-up documentation available. This helps determine the grant level – State vs Federal. **MOU attached** (1)
2. The starting and ending dates of the grant period, to include the reporting requirements.
3. An understanding of who is responsible for submitting reports to the granting agency.
4. A breakdown of the grant expenditures and matching budget amounts.
5. A point of contact within the department.
6. A point of contact at the granting agency, to include name, phone number, email and physical address (for external audit confirmation letters).