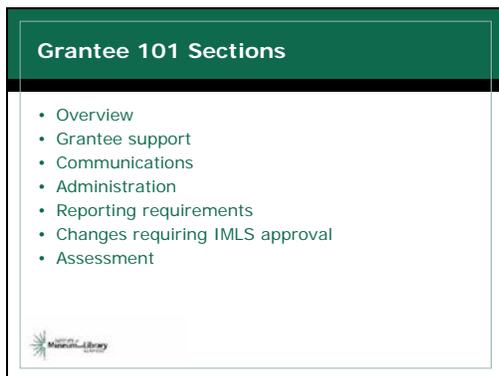


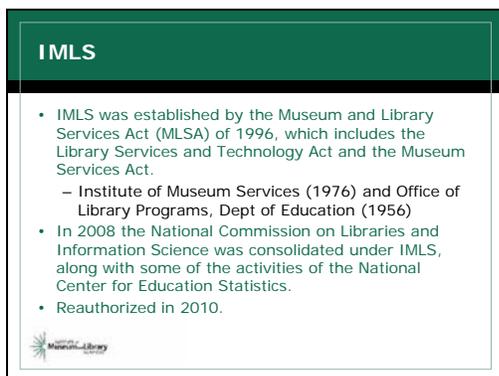
IMLS Grantee 101 Web Presentation



Congratulations on your IMLS award! You may be thinking, "Now What?" Well, welcome to Grantee 101. The Institute of Museum and Library Services designed this web presentation to help you, as a grant recipient of the Office of Library Services Discretionary Programs, understand how to successfully manage some key grant-related administrative activities.



Grantee 101 is made up of seven sections, this overview followed by ones on grantee support, communications, administration, reporting requirements, changes to your project, and assessment.



It may be helpful for you to have some background about IMLS. The Institute was established by the Museum and Library Services Act (MLSA) of 1996, which includes the Library Services and Technology Act and the Museum Services Act. It incorporated the Institute of Museum Services, founded in 1976 and the Office of Library Programs in the Department of Education, created in 1956. Then in 2008 the National Commission on Libraries and Information Science was consolidated under IMLS, along with some of the activities of the National Center for Education Statistics. IMLS was reauthorized in 2010.

IMLS Grantee 101 Web Presentation

IMLS Mission

- Primary source of federal support for the nation's **123,000 libraries** and **17,500 museums**.
- Create strong libraries and museums that connect people to information and ideas.
- Help build the capacity of libraries and museums through **grant-making, convenings, research and publications**



IMLS's mission is to serve as the primary source of federal support for the nation's 123,000 libraries and 17,500 museums; to create strong libraries and museums that connect people to information and ideas; and to help build the capacity of libraries and museums through grant-making, convenings, research and publications.

Support Materials for Grantees



<http://imls.gov/recipients/recipients.shtm>



This slide shows a screen shot of the IMLS Web page for grant recipients and gives the URL below. The Grant Recipient tab is the third one from the left. This web presentation covers only some of the material available under the Grant Recipients tab, so be sure to check the IMLS Web site for more detailed information and answers.

Support Materials: Administration



<http://imls.gov/recipients/administration.shtm>



This slide shows a screen shot of the Administration page and gives the URL below. This is where you go to get information and instructions on everything from the general terms and conditions of your award to how to get reimbursed for covered expenses. All of the forms and documents that you need to administer your awards are located here.

IMLS Grantee 101 Web Presentation

IMLS Support

- Know your grant number (RE- or LG-)
 - Before you call or write, get your number out
 - Include it all communications with IMLS
- Staff is always available to help you
 - Program staff
 - Financial staff
 - Communications staff
- When in doubt contact your program officers



The first thing to keep in mind when you need IMLS support is your grant number (beginning with RE- or LG-). Before you call or write, please get your number out and include it all communications. IMLS staff is always available to help you: Program staff, Financial staff, and Communications staff. When in doubt contact your program officers.

Support for 21st Century Librarian Grants

- Program Office
 - **Mary Alice Ball** 202/653-4730 Senior Program Officer mball@imls.gov
 - **Kevin Cherry** 202/653-4662 Senior Program Officer kcherry@imls.gov
 - **Karmen Bisher** 202/653-4664 Program Specialist kbisher@imls.gov
- Finance Office
 - **Sean McDonald** 202/653-4719 Financial Specialist smcdonald@imls.gov



If your grant is with the Laura Bush 21st Century Librarian Program, use the following contacts if you have questions for the Program Office:

Mary Alice Ball, Senior Program Officer, 202/653-4730, mball@imls.gov
Kevin Cherry, Senior Program Officer, 202/653-4662, kcherry@imls.gov
Karmen Bisher, Program Specialist, 202/653-4664, kbisher@imls.gov

If they are for the Finance Office, contact **Sean McDonald**, Financial Specialist, 202/653-4719, smcdonald@imls.gov.

Support for National Leadership Grants

- Program Office
 - **Anthony Smith** 202-653-4768 Senior Program Officer asmith@imls.gov
 - **Chuck Thomas** 202-653-4663 Senior Program Officer cthomas@imls.gov
 - **Kathy Mitchell** 202-653-4687 Program Specialist kmitchell@imls.gov
- Finance Office
 - **Josie Shell-Brown** 202/653-4669 Financial Specialist jshell-brown@imls.gov



If your grant is with the National Leadership Grant Program, use the following contacts if you have questions for the Program Office:

Anthony Smith, Senior Program Officer, 202-653-4768, asmith@imls.gov
Chuck Thomas, Senior Program Officer, 202-653-4663, cthomas@imls.gov
Kathy Mitchell, Program Specialist, 202-653-4687, kmitchell@imls.gov

If they are for the Finance Office, contact **Josie Shell-Brown**, Financial Specialist, 202/653-4669, jshell-brown@imls.gov.

IMLS Grantee 101 Web Presentation

Communications Support

Office of Communications and Government Affairs
202/653-4757
202/653-4632

- **Mamie Bittner** Deputy Director
- **Janell Muhammad** Program Specialist
- **Natasha Marstiller** Public Affairs Specialist
- **Ellen Arnold Losey** Visual Information Specialist



For communications support, contact the Office of Communications and Government Affairs at 202/653-4757 or 202/653-4632.

Mamie Bittner, Deputy Director
Janell Muhammad, Program Specialist
Natasha Marstiller, Public Affairs Specialist
Ellen Arnold Losey, Visual Information Specialist

Grantee 101

Creating a Nation of Learners



Office of Library Services
Discretionary Programs
Communications

Grantee 101: section three, communications.

Grantees Communications Kit

- Kit provides guidance for spreading the word about your grant
- Share this outstanding achievement with your community
- Suggestions and materials to assist your public relations staff

Office of Communications and Government Affairs



The grantees communications kit provides guidance for spreading the word about your grant so you can share this outstanding achievement with your community. It contains suggestions and materials designed to assist your public relations staff developed by the IMLS Office of Communications and Government Affairs

IMLS Grantee 101 Web Presentation

Media Tips

- Prepare news release or public service announcement
 - Tie to event or issue
- Develop a distribution list
 - Identify the right people
- Issue your release
- “Pitch” the story
 - Follow up & summarize the facts
- Remember timing



The grantees communications kit contains the following media tips:

- How to prepare a news release or a public service announcement, including tying it to an event or issue
- How to develop a distribution list and identify the right people to go on it.
- How to issue your release or “pitch” the story, including advice on how to follow up & summarize the facts
- Plus a reminder to remember how the timing of your release can impact its effectiveness

Press release or public announcement

- Who, what, when, and where
 - Include a visual with a caption
- May be run in its entirety
- May provide a contact for a reporter
- Fast Fact Sheets
 - For each IMLS grant program
- Sample release & announcement
<http://www.imls.gov/recipients/sample.shtm#release>



The help on developing a press release or public announcement covers:

- Who, what, when, and where
 - Advice to include a visual with a caption
- That the press release may be run in its entirety or may serve to provide a contact for a reporter
- It provides links to Fast Fact Sheets for each IMLS grant program
- And gives a sample release & announcement

Dissemination

- IMLS Web site
 - Searchable database of awards
 - Links to grantees’ Web sites
- Primary Source
 - Monthly E-Newsletter
- Project Profiles feature
 - On IMLS Web site
 - In *Primary Source*
- Send IMLS your news



Dissemination

The IMLS Web site contains both a searchable database of awards and links to grantees’ Web sites.

- Primary Source is the monthly IMLS E-Newsletter
- Project Profiles feature is both on the IMLS Web site and in *Primary Source*
- Please send IMLS your news

IMLS Grantee 101 Web Presentation

IMLS Acknowledgement

- IMLS requires public acknowledgement of the activities it supports
 - Logo
<http://www.imls.gov/recipients/logos.shtm>
 - Tag line
<http://www.imls.gov/recipients/acknowledgement.shtm>
- Notify Office of Communications and Government Affairs about publicity campaign
- Guidelines for activities supported by your grant
 - Public or press event, printed material, Web site



IMLS Acknowledgement

IMLS requires public acknowledgement of the activities it supports. Click on the following links to view logos and a sample tagline:

Logos <http://www.imls.gov/recipients/logos.shtm>

Tag line

<http://www.imls.gov/recipients/acknowledgement.shtm>

You must notify the IMLS Office of Communications and Government Affairs when you have a publicity campaign. Guidelines for activities supported by your grant, whether they are a public or press event, printed material, or a Web site are posted on the IMLS Web site.

Ten Ways to Make the Most of Your Award

1. Alert all the news media.
2. Share your success with your visitors.
3. Send a letter of congratulations to supporters.
4. Hang a banner to celebrate your award.
5. Write a feature story about this award. Be sure to add a link back to our Web site for users to learn more about the award (www.imls.gov).
6. Notify your staff and congratulate them.



Here are ten ways to make the most of your award

1. Alert all the news media.
2. Share your success with your visitors.
3. Send a letter of congratulations to supporters.
4. Hang a banner to celebrate your award.
5. Write a feature story about this award. Be sure to add a link back to our Web site for users to learn more about the award (www.imls.gov).
6. Notify your staff and congratulate them.

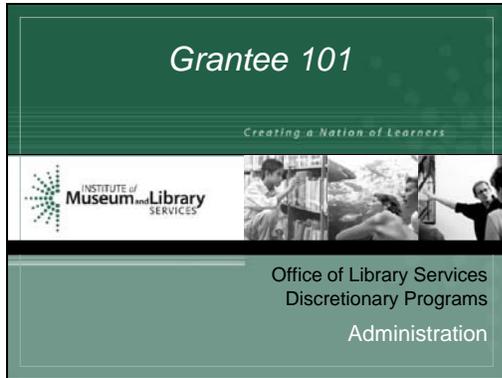
Ten Ways to Make the Most of Your Award

7. Design a commemorative poster for your lobby.
8. Host a reception or open house to celebrate your award.
9. Use the occasion of your award to write an editorial to highlight your service to the community.
10. Send copies of press clips to IMLS.
 - send photographs and stories about how you have benefited from the grant

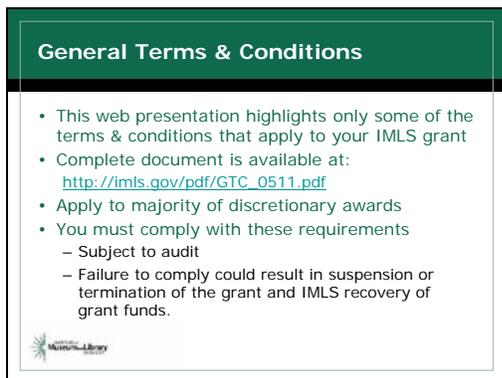


7. Design a commemorative poster for your lobby.
8. Host a reception or open house to celebrate your award.
9. Use the occasion of your award to write an editorial to highlight your service to the community.
10. Send copies of press clips to IMLS or send photographs and stories about how you have benefited from the grant.

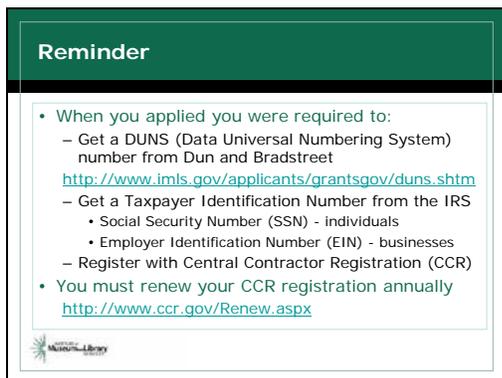
IMLS Grantee 101 Web Presentation



Grantee 101: section four, administration.



This web presentation highlights only some of the terms and conditions that apply to your IMLS grant. The complete document is available at the following link: http://imls.gov/pdf/GTC_0511.pdf General terms & conditions apply to the majority of discretionary awards. You must comply with these requirements. All IMLS grant recipients are subject to audit. Failure to comply could result in suspension or termination of the grant and IMLS recovery of grant funds.



Reminder

When you applied you were required to:

- 1) get a DUNS (Data Universal Numbering System) number from Dun and Bradstreet at the following link: <http://www.imls.gov/applicants/grantsgov/duns.shtml>
- 2) get a Taxpayer Identification Number from the IRS, either a Social Security Number (SSN) for individuals or an Employer Identification Number (EIN) for businesses, and
- 3) register with Central Contractor Registration (CCR).

We want to remind you that you must renew your CCR registration annually. You can do so at this link: <http://www.ccr.gov/Renew.aspx>

IMLS Grantee 101 Web Presentation

Partnerships

- Informal
 - Letters of support
- Formal
 - Lead grantee has full responsibility for grant
 - All reporting of time & effort
 - Submit Partnership Statement form
 - DUNS number
 - Agree to complete specified activities
 - Use funding in accordance with applicable laws
 - Facilities & programs must comply with federal law



IMLS encourages the use of partnerships in the grants it funds.

An informal partnership only requires letters of support.

In a formal partnership the lead grantee has full responsibility for the grant and for all reporting of time & effort. Each partner must submit a Partnership Statement form including a DUNS number and must agree to complete the specified activities. All partners must use funding in accordance with applicable laws and all facilities & programs must comply with federal law.

Subgrants vs. Subcontracts

- Subgrants
 - Not permitted
- Subcontracts
 - Permitted
 - Terms & conditions are rigorous
 - Performance measurements: goods & services delivery
 - Monitoring stringent with real ramifications



It is critical for you to understand the difference between subgrants and subcontracts. Subgrants are not permitted. Subcontracts are permitted because their terms & conditions are rigorous with performance measurement based on goods & services delivery . Monitoring is stringent with real ramifications for non-fulfillment.

Allowable Costs

- IMLS General Terms and Conditions - overview
- Federal cost principles in detail:
 - 2 CFR, Part 220 – Educational institutions
 - Formerly OMB Circular A-21
 - 2 CFR, Part 230 – Non-profit organizations
 - Formerly OMB Circular A-122
 - 2 CFR, Part 225 – State, local, and Indian tribal governments
 - Formerly OMB Circular A-87



If you have questions regarding allowable costs, consult the IMLS General Terms and Conditions for an overview. For more detailed information on federal cost principles consult the appropriate document. Either 2 CFR, Part 220 – Cost Principles for Educational institutions (formerly OMB Circular A-21); 2 CFR, Part 230 – Cost Principles for Non-profit organizations (formerly OMB Circular A-122), or 2 CFR, Part 225 – Cost Principles for State, local, and Indian tribal governments (formerly OMB Circular A-87).

IMLS Grantee 101 Web Presentation

Food and Entertainment

- Federal funding cannot be used for:
 - Food for entertainment purposes
 - Receptions, all-conference parties
 - Alcohol under any circumstances
 - Gifts or honoraria
- Federal funding can be used for:
 - Food for educational events if within project scope
 - Dinner speaker
 - Lunch-time “table topic” discussions
 - Continental breakfast with poster session
 - Consultant or speaker fees



Federal funding cannot be used for food for entertainment purposes, such as at receptions or all-conference parties, or for alcohol under any circumstances. It cannot be used for gifts or honoraria.

Federal funding can be used for food for educational events if within the project scope, for example, a dinner speaker, lunch-time “table topic” discussions, or a continental breakfast with a poster session. Federal funding can also be used to pay consultant or speaker fees.

Cost Sharing

- 1:1 match required for every federal dollar spent on non-student support activities
 - Reduction in student support= Increase in cost share
- Portion of project costs not charged to IMLS funds
 - Grantee's cash contributions
 - Grantee's contributions of services and property
 - Third party in-kind contributions
- Grantee must maintain auditable records
- Maintain time & effort logs
- Cannot include contributions from state agencies if from federally-assisted program



Cost Sharing is another important part of your IMLS grant's terms and conditions. A 1 to 1 match is required for every federal dollar spent on non-student support activities. A reduction in student support will result in an increase in your cost share. Cost sharing is the portion of your project costs not charged to IMLS funds, for example, your cash contributions or your contributions of services and property, or third party in-kind contributions.

As a grantee you must maintain auditable records and maintain time & effort logs. You cannot include contributions from state agencies as part of your cost share calculations if they are from a federally-assisted program.

Getting Paid

- Required forms are available on the IMLS website
 - ACH Payment Enrollment Form ([SF 3881](#))
 - Request for Advance or Reimbursement Form ([SF-270](#))
 - Email completed forms to Grantsadmin@imls.gov
- Question about payments?
 - Contact your IMLS Financial Specialist
 - Use your grant number in all communications



Of course you want to know about getting paid. The required forms are available on the IMLS Web site: both the ACH Payment Enrollment Form (SF 3881), and the Request for Advance or Reimbursement Form (SF-270). Please email the completed forms to Grantsadmin@imls.gov. If you have a question about payments, contact your IMLS Financial Specialist being sure to use your grant number in all communications.

IMLS Grantee 101 Web Presentation

Getting an Advance

- Complete [SF-270](#) form
 - Email completed form to Grantsadmin@imls.gov
- Limitations
 - For immediate cash needs
 - Must be fully disbursed within 30 days of receipt
 - Explain unusually high requests when submitting
- Reporting
 - Report status of funds within 30 days of receipt
 - Section 11 or 12 of SF-270
 - Submit even if no additional funds requested



If you want to get an advance complete the SF-270 form (Request for Advance or Reimbursement) and email the completed form to Grantsadmin@imls.gov. Limitations apply to advances. They must be for immediate cash needs; must be fully disbursed within 30 days of receipt; and you must explain unusually high requests when submitting your request. You must report the status of funds within 30 days of receipt of the advance, using either Section 11 or 12 of SF-270. This form must be submitted even if no additional funds are requested.

Grantee 101

Creating a Nation of Learners



Office of Library Services
Discretionary Programs
Reporting Requirements

Grantee 101: section five, reporting requirements.

Reporting Essentials

- Put your grant number on all reports
- Include abstract from original proposal
- All reports must use the IMLS cover sheet <http://imls.gov/pdf/CoverSheet.pdf>
 - Must be signed by authorized certifying official
- All components must be submitted together
- You will need both DUNS and EIN numbers
- Reporting schedule was included in original award packet



Please remember the following reporting essentials:

- Put your grant number on all reports
- Include the abstract from your original proposal
- All reports must use the IMLS cover sheet available at this link: <http://imls.gov/recipients/administration.shtm> and the cover sheet must be signed by your authorized certifying official
- All reports components must be submitted together and you will need both your DUNS and EIN numbers.
- Your reporting schedule was included in the original award packet.

IMLS Grantee 101 Web Presentation

Submitting Reports

- Reports of 20 pages or less, including Cover Sheet and attachments, may be:
 - Emailed to imlsreporting@imls.gov
 - Faxed to 202-653-4604
- Reports of more than 20 pages, send to:
Grants Administration
Institute of Museum and Library Services
1800 M Street, NW / 9th Floor
Washington, DC 20036-5802



Submitting Reports

Reports of 20 pages or less, including the cover sheet and attachments, may be emailed to imlsreporting@imls.gov or faxed to 202-653-4604.

Reports of more than 20 pages, should be sent to:

Grants Administration
Institute of Museum and Library Services
1800 M Street, NW / 9th Floor
Washington, DC 20036-5802

Interim Reports / Financial Reports

- Submit on an annual basis
 - Previously had to submit twice a year
 - Focus on activities since last interim report
 - Include both financial and narrative reports
- Financial report
 - Use [SF-425](#) to report financial activity for reporting period
 - Instructions are available at the following link:
<http://imls.gov/pdf/SF425%20FFR%20Instructions.pdf>
 - Report should include both federal funds and local cost share for the project



Interim reports should be submitted on an annual basis; previously they had to be submitted twice a year. Interim reports include both a financial report and a narrative report. For the financial report, use the [SF-425](#) form to report financial activity for the reporting period. Instructions are available at the following link:

<http://imls.gov/pdf/SF425%20FFR%20Instructions.pdf>. Your report should include both federal funds and the local cost share for the project.

Interim Reports / Narrative reports

- Impact can focus on outputs, e.g. patrons served
- Report on status of schedule, explaining delays
- Describe both project successes and challenges
- Justification of travel with attachments
 - Critical for foreign travel
- Detail activities by grant-funded staff
 - E.g., increased time and effort to run a conference
- Include equipment purchases



When writing your narrative report, remember that your impact can focus on outputs, e.g. patrons served. Report on the status of your schedule, explaining delays. Describe both project successes and challenges. Include a justification of travel with attachments, especially critical for foreign travel. Detail the activities by grant-funded staff, e.g., increased time and effort to run a conference. Include equipment purchases.

Narrative Reports (cont.)

- Describe all communication activities
 - Papers, blogs, press releases, general press
- Budget amendments with or without IMLS approval
- Personnel changes with or without IMLS approval



Your narrative report should also describe all communication activities, whether they are conference papers, blogs, press releases, or general press. Include any budget amendments with or without IMLS approval, and any personnel changes with or without IMLS approval.

Final Report

- Submit by the deadline in reporting schedule
- Financial report
- Financial records must be retained for three years after submitting the final report
- Narrative report
 - Impact should focus on outcomes
- Quantitative forms must be completed



Submit your final report by the deadline in your reporting schedule. It should include a financial report; remember that financial records must be retained for three years after submitting the final report. It also should include a narrative report with the impact focusing on outcomes, rather than outputs as in the interim reports. The distinctions between the two are explained in Section 7 of this presentation. Quantitative forms must be completed.

Publications

- Publications resulting from grant activities
 - Required to acknowledge support from IMLS
 - Send 2 copies to the appropriate IMLS program officer



Publications resulting from grant activities are required to acknowledge support from IMLS. In addition, you must send 2 copies to the appropriate IMLS program officer.

IMLS Grantee 101 Web Presentation

Use of Reporting

- Provides transparency and accountability in use of federal funds
- Informational needs of elected officials and other stakeholders
- Grant program evaluation
 - Enables grantees to improve performance
 - Offers lessons learned and best practices
- Analysis and research by IMLS and others
 - Supports research across a range of grants
- Informs other grantees or potential applicants



You may ask yourself what is the use of reporting. It provides transparency and accountability in the use of federal funds. It meets the informational needs of elected officials and other stakeholders. It supports grant program evaluation that enables grantees to improve their performance and that offers lessons learned and best practices. Reporting allows analysis and research by IMLS and others, supporting research across a range of grants. Finally, it informs other grantees or potential applicants.

Grantee 101

Creating a Nation of Learners



Office of Library Services
Discretionary Programs

Changes Requiring IMLS Approval

Grantee 101: section six, changes requiring IMLS approval.

Major Changes Require Approval

- Approval is required prior to making change
- Generally any major decisions or project activities that differ from accepted proposal
 - Usually authorized certifying official must sign change request or must be copied on request
 - Changes in activities must meet the goals defined within the scope of the original proposal
- Budget revisions greater than 10%



Major changes to your grant require approval prior to making any change. Generally that means any major decisions or project activities that differ from the accepted proposal. Usually the authorized certifying official must sign the change request or must be copied on the request. Changes in activities must meet the goals defined within the scope of the original proposal. Budget revisions greater than 10% always require prior approval from IMLS.

IMLS Grantee 101 Web Presentation

Travel and Student Support

- **Travel**
 - Foreign
 - Must be on a U.S. flag air carrier
 - Document designator code and flight number
 - Domestic if not included in proposal
 - Conference
- **Changes in student support**
 - Often affect the cost share
 - For LB21 awards everything else is administrative



Certain conditions regarding travel and student support might also necessitate approval from IMLS. Foreign travel must be on a U.S. flag air carrier and you must document its designator code and flight number. If it is not possible to fly on a U.S. air carrier, you will need to get written prior approval from your IMLS program officer. If you did not include domestic travel, for example to attend a conference, in your proposal than you will need to get written prior approval from your IMLS program officer.

Changes in student support may also require IMLS approval because they can often affect the cost share that is required of grantees. For Laura Bush 21st Century Librarian awards everything else is an administrative cost and requires cost share.

People or Time

- **Key personnel changes**
 - 25% reduction in time spent on project
 - 3 administrative personnel listed on application
 - Project director
 - Primary contact/Grants administrator
 - Authorized representative
 - Change in compensation not stipulated in proposal
- **Grant period**
 - Change in start date
 - Change in end date – referred to as a No-cost extension



Changes in people or time also require prior IMLS approval. Key personnel changes require prior IMLS approval when there is a 25% reduction in time spent on the project, if any one of the 3 administrative personnel listed on your application cover sheet change, or if there is a change in compensation that was not stipulated in the original proposal. You must also get prior IMLS approval if there is a change in the start date of a grant period, or a change in the end date, often referred to as a No-cost extension.

Grantee 101

Creating a Nation of Learners



Office of Library Services
Discretionary Programs
Assessment

Grantee 101: section seven, assessment.

Value of Assessment in Reporting

- Tangible, meaningful demonstration of impact
- Clear, concise data for disseminating results
 - To the public, elected officials, stakeholders
- Justification of funder's investment
- Foundation for future initiatives
- Audiences studied speak through the data
 - Anecdotes, numbers, percentages
- Go beyond participant satisfaction surveys
 - Build in ways to assess how attendees used what they learned in workshop to help their communities



This section is about the value that assessment plays in reporting. It provides a tangible, meaningful demonstration of impact giving clear, concise data for disseminating results to the public, elected officials, and stakeholders. Assessment may provide justification of the funder's investment or serve as the foundation for future initiatives. The audiences that have been studied can speak through the data, whether through anecdotes, numbers, or percentages. For these reasons, it is important for you as a grant recipient to go beyond participant satisfaction surveys and build in ways to assess how attendees used what they learned in a workshop to help their communities, for example.

Assessment Planning

- Essential to start planning before or as soon as grant begins
 - Focus on measurable outcomes to show impact
 - At the end of grant you want to be able to answer:
 - What difference did this make in peoples' lives?
- Shaping Outcomes self-paced online tutorial
 - Outcomes-based planning and evaluation
 - <http://www.shapingoutcomes.org/index.htm>
 - This web presentation highlights certain parts



It is essential to start planning for assessment before or as soon as your grant begins. Focus on measurable outcomes to show impact because at the end of the grant you want to be able to answer the question: What difference did this make in peoples' lives?

Shaping Outcomes is a self-paced online tutorial that offers a wonderful introduction to outcomes-based planning and evaluation. It is available at the following link:

<http://www.shapingoutcomes.org/index.htm> This web presentation highlights certain parts of the Shaping Outcomes tutorial.

Measuring Outcomes

- As a successful IMLS applicant you:
 - Demonstrated the need for your project
 - Persuaded reviewers that you could best address it
 - Articulated clear goals and activities
 - Developed evaluation & sustainability plans
- Effective evaluation is about measuring outcomes
 - Did your project meet the stated need?
 - How can you show that it did?
 - What can you measure in a particular timeframe?
 - short, medium, long



Assessment is about measuring your outcomes. As a successful IMLS applicant you demonstrated the need for your project and persuaded reviewers that you could best address it. You articulated clear goals and activities, and developed evaluation & sustainability plans. Effective evaluation is about measuring outcomes. Did your project meet the stated need? How can you show that it did? What can you measure in a particular timeframe, whether it's short, medium, or long?

Outputs vs. Outcomes

- Common assessment method measures outputs
 - Outputs focus on impact on the library
 - Number of items circulated
 - Number of patrons served
 - Number of students in a class
- More effective assessment method is outcomes
 - Outcomes focus on impact on the people served
 - Measurable changes or indicators
 - Knowledge, skill, behavior, job level
 - The # and % of (participants) who (demonstrate a specified change)



Let's briefly clarify the difference between outputs and outcomes. A common assessment method measures outputs. Outputs focus on impact on the library, by counting the number of items circulated, number of patrons served, or number of students in a class. A more effective assessment method measures outcomes. Outcomes focus on impact on the people served looking for measurable changes or indicators in things like knowledge, skill, behavior, or job level. They assess the # and % of (participants) who (demonstrate a specified change). You decide the who and the what most appropriate for your project.

Data Collection

- Choose most appropriate source for data
 - Survey, observation, interviews, etc.
 - Match for meaningful measurable indicators
- Select the target audience
 - Full or representative group of participants
- Decide on frequency of data gathering
 - Will you measure before and after the project?
 - Baseline data
 - Will you measure during the project cycle?



When you plan your data collection, you will want to choose the most appropriate source for data, perhaps a survey, observation, interviews, or something else. It needs to be a match for meaningful measurable indicators. Select the target audience, either a full or representative group of participants. Decide on the frequency of your data gathering. Will you measure before and after the project? Think about the value of having baseline data. Will you measure during the project cycle?

Targets

- Clarify hopes for successful outcomes
 - Use numbers or percentages
- Ground targets in knowledge and practice
 - Professional literature
 - Established standards
 - Past performance
- Expect targets to be revised



Targets can be helpful when you're creating an assessment plan. You can clarify your hopes for successful outcomes by using numbers or percentages. Set realistic targets by grounding them in knowledge and practice by looking at professional literature, established standards, or past performance. Ultimately, though, you need to expect your targets to be revised.

IMLS Grantee 101 Web Presentation

Best Practices for Grantees

- Good stewards of federal funding
- Well-conceived and executed project
 - Estimated expenses = actual expenses
 - Steady spending rate tied to activities
 - Project goals are achieved
 - No-cost extension may be available to ensure success
 - Activities can be added with program officer approval
- Project fully evaluated
- Project outcomes effectively disseminated
 - To colleagues and external audiences



In conclusion we would like to highlight some best practices for grantees. We all want to be good stewards of federal funding. In a well-conceived and executed project, estimated expenses equal actual expenses and there is a steady spending rate tied to activities. Project goals are achieved. Remember that a no-cost extension may be available to ensure success and that activities can be added with program officer approval. Two other important best practices are that your project is fully evaluated and that project outcomes are effectively disseminated both to colleagues and external audiences.

Support Materials for Grantees



<http://imls.gov/recipients/recipients.shtm>

This web presentation covered only some of the material available on the IMLS Web site. Be sure and visit it for more detailed information and answers.

Grantee 101

- IMLS is testing its use of web presentations
- Accessibility is a priority
- Same material presented in different formats
- IMLS welcomes your feedback
- Send comments to Mary Alice Ball at: mball@imls.gov



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