University of Central Arkansas College of Education

Comprehensive Literacy State Development (CLSD)

Arkansas Imagination Library (ARIL) Book Cost-Sharing Program

Grant Application

**NOTE:** Applicants must submit an electronic copy of the application. Electronic submissions must be received no later than 11:59 p.m. on **September 11, 2020.**

**Completed applications should be sent:**

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| **Electronically:** | Dr. Charlotte Green - cgreen@arimaginationlibrary.org   * Subject of Email: CLSD-ARIL Book Cost-Sharing Grant Application * Single PDF Document Titled: ARIL Book Cost-Sharing – [County] * May be emailed directly or linked to a shared Google Folder with access to download file |

**Purpose of Funding:** The CLSD-ARIL Book Cost-Sharing Grant provides support to DPIL affiliates in Arkansas by covering 50% of their monthly book invoice **for up to four years.**

**Submission Guidelines:**

* Applications that do not meet the specifications listed in this Request for Applications (RFA) may not be reviewed.
* Affiliates must submit a separate application for each county they serve.
* Incomplete applications will not be reviewed.
* Applications should be in 12-point Times New Roman font.

Submission of a grant application indicates acceptance by the applicant of the appropriate federal and state administrative conditions. All applicants submitting applications in a timely manner will receive a **Grant Application Receipt Acknowledgment** by email.

**Name of Grant:** Arkansas Imagination Library Book Cost-Sharing Grant

**Application Deadline:** September 11, 2020 by 11:59 p.m.

**Award Notification Date:** October 2020

**Year 1 Award Period:** October 2020 - October 2021

**Reporting Requirements:** Affiliates must submit mid-year and annual grant reports that demonstrates the impact of funding. Report dates are subject to change based on Federal Reporting requirements. Recipients will be notified of reporting dates and any changes in advance of date change.

**Performance Period:** **Year 1,** October 31, 2020 to October 31, 2021

**Eligibility for Funding**

In order to receive a grant, a Dolly Parton’s Imagination Library (DPIL) affiliate in Arkansas must meet all criteria below:

* The affiliate must have a partnership with one or more school district(s) or Local Education Agency (LEA) located in the affiliate county service area.
* The affiliate must have an electronic banking system to support electronic payments to ARIL.
* Each county must have its own DPIL Book Order System. Affiliates cannot use the same database for multiple counties.
* Each affiliate must provide current contact information on its DPIL Affiliate Profile Page in the DPIL Book Order System.

**Award Procedures**

Award funds are sent directly to DPIL. Affiliates are responsible for paying 50% of their monthly enrollment book cost to ARIL through automatic electronic funds transfer. Affiliates will be required to complete an electronic funds transfer document before funds are awarded.

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| **APPLICATION COMPONENTS** |

## **SECTION I: APPLICANT INFORMATION**

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| --- | --- |
| **Affiliate Name:** |  |
| **Tax Identification Number:** |  |
| **Affiliate Contact Name:** |  |
| **Affiliate Mailing Address:** |  |
| **City/State/Zip:** |  |
| **County:** |  |
| **Phone:** |  |
| **Email:** |  |

List the partnering school district(s) or local education cooperatives the affiliate will work with to enroll children ages 0 to 5 living in the school district’s zone.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School District(s) or Cooperative and LEA # | Contact Name | Contact Email | Contact Phone | Number of Children 0-5 Residing in Coverage Area |
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## **SECTION II: PROGRAM DESCRIPTION**

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| **GRANT NARRATIVE** |
| The focus of the ARIL Book Cost-Sharing Grant is to serve affiliate programs in Arkansas to increase the percentage of children enrolled in DPIL. **Please explain your strategy to work with school districts and other partners to increase enrollment in your county.** |
|  |

Please complete the chart below with your enrollment goals over the next four years. The chart outlines your projected year-to-year growth. If you are currently serving more than 60% of your 0 to 5 population, please make projections beyond the targeted enrollment. Affiliates that have not reached their targeted population should have **a minimum of 5% growth each year**.

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| **PROGRAM ENROLLMENT PROJECTIONS** | | | |
| **Year 1: 2020**  **(October 2020 - October 2021)** | **Year 2: 2021**  **(October 2021 - October 2022)** | **Year 3: 2022**  **(October 2022 - October 2023)** | **Year 4: 2023**  **(October 2023 - October 2024)** |
| Percentage of Growth from \_\_\_% to \_\_\_% | Percentage of Growth from \_\_\_% to \_\_\_% | Percentage of Growth from \_\_\_% to \_\_\_% | Percentage of Growth from \_\_\_% to \_\_\_% |
| Current enrollment is at \_\_\_\_\_\_\_\_\_\_\_\_\_\_. | Projected enrollment growth number:  \_\_\_\_\_\_\_\_\_\_\_\_\_ | Projected enrollment growth number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Projected enrollment growth number:  \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Projected enrollment growth number: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total Book Cost:  $ \_\_\_\_\_\_\_\_\_\_\_\_\_ | Total Book Cost:  $ \_\_\_\_\_\_\_\_\_\_\_\_\_ | Total Book Cost:  $ \_\_\_\_\_\_\_\_\_\_\_\_\_ | Total Book Cost:  $ \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Requested State 50% Match Cost:  $ \_\_\_\_\_\_\_\_\_\_\_\_\_ | Requested State 50% Match Cost:  $ \_\_\_\_\_\_\_\_\_\_\_\_\_ | Requested State 50% Match Cost:  $ \_\_\_\_\_\_\_\_\_\_\_\_\_ | Requested State 50% Match Cost:  $ \_\_\_\_\_\_\_\_\_\_\_\_\_ |

# **GRANT TERMS AND CONDITIONS**

## General and Fiscal Guidelines

The general and fiscal guidelines describe the process, requirements, and terms applicable to all discretionary grants administered by the University of Central Arkansas (UCA). UCA awards grants to non-federal entities such as Local Educational Agencies (LEAs), education service cooperatives (ESCs), and non-profits programs that serve as the affiliate for Dolly Parton Imagination Library (DPIL). It includes a summary of the terms of the grant award between ARIL and the grantee/affiliate and a list that includes but is not limited to the federal rules, laws, and regulations that apply to all state and federal programs.

## Funding Contingency

Grant funding is subject to the availability of funds appropriated by legislative act for the purpose stated in the grant award. UCA and ARIL reserve the right to reduce or void the grant award upon appropriated funds becoming reduced or unavailable.

## Mandatory Disclosures

Grant recipients must disclose, in a timely manner, in writing to UCA all violations of criminal law involving but not limited to fraud, bribery, or gratuity violations potentially affecting the grant recipient. Failure to make required disclosures can result in any of the actions described in the Failure to Comply section.

## Failure to Comply

If the grantee fails to comply with any of the terms of the grant award, UCA and ARIL may take one or more of the following actions:

* Temporarily withhold payments pending correction of the deficiency by the grant recipient;
* Disallow or deny both use of funds and matching credit for all or part of the cost of the activity or action not in compliance with the grant;
* Wholly or partly suspend or terminate the grant award;
* Withhold further awards for the grant program; and/or,
* Take other remedies that may be legally available.

## Right to Revoke

UCA and ARIL reserve the right to revoke a grant award for reasons including the following:

* Noncompliance with the specified purpose of the grant award;
* Failure to provide accurate, timely, and complete information as requested by ARIL or UCA to evaluate the effectiveness of the grantee.
* Failure to pay 50% of the DPIL invoice during the duration of the grant.

## Grant Reporting Requirements

Grant recipients will be required to submit a mid-year and final grant report describing the status of the funds, the status of the project, a comparison of actual accomplishments to the objectives, the reason goals have not been met, and any other pertinent information.

## Conflict of Interest

Grant recipients must disclose in writing any potential conflict of interest between the recipient and UCA or ADE employees.

## Application Review Process

Applications for funding will only be reviewed for funding if the applicant is eligible, the application is complete, and the application is received by the submission deadline. Applications must be signed by the official authorized to apply for grant awards for the grantee.

## Reimbursements for Books Costs

Through a partnership with UCA, ARIL will pay 100% of the monthly invoice from DPIL for the grant period. Affiliates must reimburse ARIL monthly 50% of the total monthly invoice.

## Required Electronic Payment Process

In order to assure that reimbursements are proper and in accordance with the terms and conditions of the grant award and approved budget, affiliates are required to establish an electronic banking system to support electronic payments to pay the 50% to ARIL.

## Continuation/Extension of Funding

A continuation/extension of grant funding may be awarded in a subsequent year following the initial grant award period of performance. All grant continuation funding will be subject to the availability of funds appropriated for the grant.

## Cash Management

Through a partnership with UCA, ARIL will pay 100% of the monthly invoice from DPIL. Affiliates must provide monthly reimbursement payments based on their monthly enrollment. Affiliates must set up an electronic payments system for the monthly reimbursement payment. Affiliates’ monthly payments must be 50% of their total monthly bill

**Please verify each statement by placing your initials beside each individual statement (as outlined in the grant submission guidelines)**

\_\_\_\_\_\_\_\_\_\_My affiliate has a partnership with one or more school district(s)/ LEA located in the affiliate county service area.

\_\_\_\_\_\_\_\_\_\_My affiliate has electronic banking to pay 50 % of book expenses to ARIL.

\_\_\_\_\_\_\_\_\_\_My affiliate has submitted a separate application for each county served.

\_\_\_\_\_\_\_\_\_\_My affiliate has its own DPIL Book Order System for each county. Affiliates cannot

use the same database for multiple counties.

\_\_\_\_\_\_\_\_\_\_My affiliate provides current contact information on its DPIL Affiliate Profile Page

in the DPIL Book Order System.

# **Signature**

Signature certifies that the information in this application is correct and applicant will comply with current federal and state laws and regulations and the provisions of this application. The applicant certifies, by submission of this application, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

By signing below, the applicant is indicating that they have read and agreed to comply with all the terms and conditions of the grant. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.”

Print Name, Position

Sign Name Date