

**Consortium of Ohio County Law Library Resources Boards
2016 Grant Opportunities
Request For Proposals**

Introduction

County Law Library Resources Boards (“CLLRBs”) are invited to submit for consideration grant proposals for one or more of the grant opportunities offered by the Consortium of Ohio County Law Library Resources Boards (“Consortium”) and described herein. Ohio Revised Code §3375.481(E) (2) states, “The statewide consortium board may ... provide grants to county law library resources boards.” By that authority, the Consortium offers these grants.

Goals & Categories

The Consortium seeks opportunities to return a portion of its revenue from CLLRBs’ statutorily mandated payments via competitive grants to individual CLLRBs and cooperating groups of CLLRBs for improvement projects, as opposed to expenses related to the daily operation of the law library, in several categories: (1) staff training and career development, (2) programming for patrons, (3) technology, and (4) collaboration. The Consortium hopes to encourage cooperation among libraries and county offices, quality of patron service, and efficiencies of operation with these grant opportunities. Each category is described below. Although grants are available to individual CLLRBs, the Consortium board especially encourages proposals that are for the good of the whole or for a positive impact on a group of CLLRBs.

Staff Training and Career Development Grants

Staff Training and Career Development Grants provide financial assistance for library staff to participate in continuing education and training opportunities. Recently AALL published County Public Law Library Standards which included language stressing the importance of library staff “participating in conferences and online discussion groups as part of ongoing professional development and education.” The goal of these grants is to enhance the knowledge and skill level of those who offer or support library services with an end result of improved library services and/or outreach. Eligible activities include registration fees, housing fees, and transportation expenses to: regional, state, and national workshops, pre-conferences, conferences, seminars or other development programs offered by professional associations or other appropriate public or non-profit entities, Web-based instructional courses, and technical or special training sessions. Preference will be given to first-time participants, those whose attendance at the desired educational activity addresses a documented need of the library, and those who can share acquired information and/or experience beyond his or her own library.

Programming for Patrons

Programming for Patrons Grants provide financial assistance for library staff to create programs and materials designed to educate patrons. The goal of these grants is to enhance the knowledge and skill level of patrons in using legal materials and law library resources. The grants can assist with the costs of program content (e.g., speakers, venue) or the method of wider distribution (e.g., podcast, webinar). Applicants should describe the audience, educational content, identify relevant speakers/presenters, and propose delivery options. Preference will be given to programs that address a documented need of the library and those who can share program materials beyond his or her own library. It is unlikely that funding will be granted to offer general Continuing Legal Education to attorneys.

Technology

Technology Grants provide financial assistance for library staff to increase access to information for library patrons through electronic means. Grants can assist with the costs of digitization projects which bring new materials into the library and also preserve the current collection, technology that assists special needs patrons' access legal information, and any new technology and/or equipment that can be of value to the law library. It is unlikely that funding will be granted for furniture and online databases that are considered part of the daily operation of the law library. Applicants should describe the technology being requested; explain its relevance to the law library and how it will incorporate into the library's collection. Preference will be given to technology that provides access to justice for pro se litigants and for libraries who can share the technology with other libraries.

Multi- Agency Collaboration

Collaboration Grants seek to encourage joint projects of a county law library and other county law libraries or other local government bodies. This grant category gives special preference to initiatives that will result in collaboration, efficiencies, and cooperation among libraries. Preference will be given to proposals that demonstrate the participants' preparedness for a cooperative effort, documented need for cooperation if the proposal is largely financially driven, and those that can share acquired experience beyond their own libraries. One means of assisting a library in financial straits is to merge with neighboring counties into a multi-county law library resources commission (see RC §307.516). *Collaboration Grants* will provide financial assistance to begin this process. Grants can assist with the cost of legal fees associated with a merger, recruitment fees, and employment costs associated with hiring a librarian.

Maximum Awards

The total projected funding available to the grants program across all categories is \$50,000. CLLRBs may apply for grants in more than one category, however the maximum award for any CLLRB is \$5000. CLLRBs applying for multiple categories or multiple items should prioritize their list for the committee. The number of grants awarded in any given year will vary based on the number of proposals received, the quality of those proposals, and the available funds.

Timeframe

Grant-funded initiatives must be achieved not later than December 31, 2016. Although an especially large project may not be fully implemented by that date, applicants are expected to identify stages of implementation in their proposals and to meet that deadline for substantial portions of the grant-funded initiative. Failure to meet the deadline may result in a requirement of a full or partial reimbursement of the grant funds by the recipient organization(s) to the CLLRB Consortium.

Requirements for Submission

A CLLRB must supply the following information and meet the following requirements for submission for consideration of its proposal. Eligible entities include all Ohio CLLRBs (RC §307.51) that have paid in to the statewide CLLRB Consortium fund as required by law (RC §3375.481(E) (1)).

Format of submission

The proposal shall be submitted as a word-processed document of at least one page in length and not longer than three pages; not including exhibits in the page count.

Information to include

- Name, address, email, and phone number of the CLLRB. If multiple CLLRBs are involved, identify all of them;
- Name and contact information of the author of the proposal;
- Name and contact information of the person(s) responsible for the execution of the grant-funded activity, if different from above;
- Category of the grant funding sought;
- Itemized table listing each item and actual cost based upon attached, solicited estimates;
- Amount requested;
- Narrative description of the proposed initiative;
- Identification of existing library resources (financial, human, etc.) that will be allocated to the project;
- Identification of any outside groups or individuals that will serve as collaborators on the proposed initiative;
- Timeframe for implementation of the initiative;
- Any additional requirements listed in the grant category description;
- Assessment plan for the initiative (How will the CLLRB know if the initiative is successful? Be specific.); and,
- Signatures of the CLLRB chair(s) and the Law Librarian(s) (or other person(s) responsible for the execution of the proposal).

Deadline & Submission Information

The postmark deadline for submission of proposals is Monday, February 29, 2016. Proposals may be submitted by email or by postal mail to:

Statewide Consortium of Ohio Law Libraries
c/o Judith Maxwell
Delaware County Law Library Resource Board
20 W. Central Ave.
Delaware, OH 43015
Judith.Maxwell@sc.ohio.gov

Notification and Funding

A committee of the Consortium board will review all complete proposals submitted by the deadline and will make a recommendation to the Consortium board for approval of funding of the initiatives that the committee considers significant and potentially effective. All authors of grant proposals will be notified by April 30, 2016, via email. Successful applicants will be awarded grant funding upon completion of required paperwork through the Office of Budget and Management of the Supreme Court of Ohio.

The committee may also have the proposals or portions of them reviewed and evaluated by the consortium board, independent third parties, or various state personnel with technical or professional experience that relates to the project. The committee may also seek reviews from end users of the deliverables.

Upon review the committee may, in a timely manner, request additional documentation.

Requirements of Recipients

Grant recipients will be required to retain and submit copies of receipts for purchases of goods and services in addition to a one page narrative report on the initiative and its results to the CLLRB Consortium board which may be shared with the Ohio county law library community via the CLLRB Consortium website by January 31, 2017. Recipients are also encouraged to present on the grant-funded initiatives at a meeting of, for example, the CLLRB Consortium, the Ohio Regional Association of Law Libraries, the ORALL County Law Libraries SIG, the Ohio Law Library Consortium, or the American Association of Law Libraries. Failure of a grant recipient to achieve the intended outcomes may result in a requirement of a full or partial reimbursement of the grant funds by the recipient organization(s) to the CLLRB Consortium and possible ineligibility for future grants.

The successful CLLRB (“Grantee”) will be required to enter into a grant agreement, memorandum of understanding (MOU), with the consortium board prior to providing any services for the project. The grant agreement will not be valid and enforceable until the availability of funds is certified by and approved by the Office of Budget and Management, in accordance with Chapters 126 and 131 of the Ohio Revised Code. The consortium board is not obligated to make grant payments prior to such OBM certification. The initial grant term will end on December 31, 2016, but may be extended on mutual agreement of the parties. The CLLRB chair, county prosecutor, county commissioners, executive director of the consortium, and an attorney general representative shall sign the agreement.

By submitting a proposal, the CLLRB acknowledges that it has read this RFP, understands it, and agrees to be bound by its requirements.

The consortium board will not be liable for any costs incurred by any CLLRB in responding to this RFP, even if the consortium board does not award a grant through this process. The consortium board may decide not to award a grant for the project. The consortium board may also cancel this RFP and contract for the project through some other process or by issuing another RFP.

Section 9.24 of the Revised Code prohibits a State agency from awarding a contract to any person against whom the Auditor of State has issued a finding for recovery if the finding for recovery is “unresolved” at the time of award. By submitting a proposal, the CLLRB warrants that it is not now, and will not become subject to an “unresolved” finding for recovery under R.C. 9.24, prior to the award of any contract arising out of this RFP.

Questions

Questions about these grant opportunities and proposal submission requirements should be directed to Judith Maxwell at the contact information listed above or by phone at 740-833-2545.