

2025 LORI Summer Reading Program Mini-Grant

Grant FAQ

About the SRP Mini-Grant

Is the Summer Reading Program Mini-Grant program competitive?

This grant program is not competitive, funding has been earmarked for every public library. The program will reimburse pre-approved expenditures for programming at libraries this summer which fall into OLIS' priorities for summer programming. Please be sure to request the maximum amount your library is eligible for as you may not request the maximum amount after your request has been approved. Please note that another library will not get more funding if your library does not submit a request.

What is a "Summer Reading Program?"

Libraries must offer a Summer Reading Program for their community to be eligible for a mini-grant. A Summer Reading Program (SRP) is an extended reading/learning challenge or tracking opportunity that encourages youth and adults to reach reading/learning goals during the summer months. Libraries must offer a youth SRP to be eligible for funds to support youth activities and must offer an adult SRP to be eligible for funds to support adult activities.

Allowable Expenses and Reimbursement

What expenses are eligible?

Program supplies, program presenters, circulating materials, and circulating kit materials are eligible for reimbursement under this grant program.

What expenses are not eligible?

LSTA Funds cannot be used for foods, prizes, incentives, or giveaways, and supplies and services funded under other state or federal programs. In keeping alignment with [OLIS' LSTA Five-Year State Plan](#) and the purpose of this grant program, performers and take and make kits are also not eligible expenses. If you are unsure if something is allowable, please contact OLIS.



Why are some expenses ineligible?

The SRP Mini-Grant program uses federal funds from the IMLS Grants to States program. These funds have specific regulations that OLIS must follow to remain in compliance. Non-allowable expenditures such as food and prizes are per the regulations of the Grants to States program.

In keeping alignment with [OLIS' LSTA Five-Year State Plan](#) and the purpose of this grant program, performers and take and make kits are also not eligible expenses.

What are supplies?

Supplies are materials needed for implementing an activity.

What are educational presenters?

Educational presenters facilitate programs that have learning outcomes such as:

- Strengthen reading skills
- Improve critical thinking and/or knowledge on a topic
- Build skills

What are services?

Services are activities conducted by vendors, businesses or sole proprietors (not including presenters). Services also include printing and laminating.

Are shipping costs reimbursable?

Yes, you may include shipping costs in your final request-for-payment amount.

Is sales tax reimbursable?

Sales tax will not be reimbursed. As either a municipal organization or independent non-profit, your library should be eligible for tax-exempt status. Please make use of that benefit or plan to absorb the cost of sales tax.

Do I need to submit receipts?

This grant is a reimbursement program, and you will need to submit receipts through the grant management system before reimbursement can be issued. Keep "clean" receipts that only include purchases for this grant project. Receipts must show:

- What you bought
- How much you paid for it
- Proof that you paid for it (can be indicated on expense tracker)
- Proof that you received it (can be indicated on expense tracker)



What is the expense tracker for?

The expense tracker allows you to keep track of your documentation as you make purchases and will streamline the OLIS review of your back-up documents. Indication on the tracker that your purchases/services have been received and that you have paid the invoices will suffice as proof for OLIS' approval purposes. You must still include itemized back-up documents reflecting the total cost.

Note: Complete paper or electronic records must be maintained and provided to OLIS upon request for audit purposes.

Potential Challenges

What if something I ordered won't arrive by July 18?

We recommend that you order items as soon as possible after receiving your signed agreement with OLIS. Contact Danielle or Emily ASAP to discuss options for purchasing an alternative item(s). Do not sub one item for another without approval; unapproved purchases will not be reimbursed.

What if something I planned to purchase is on sale and I spend less money than I was approved for?

Contact Danielle or Emily. You will most likely be encouraged to buy more of an item(s) you were approved for. To avoid this issue, plan to spend slightly more than your grant award if your library can absorb an extra \$10-\$15. (I.e. plan to spend \$615; your library will be reimbursed \$600 and will be responsible for the remaining \$15 if necessary).

What if I spend more than I was approved for?

You will only be reimbursed for the amount you were approved for. If your library can absorb the extra costs, going over your approved amount is preferable to spending under your approved amount.

What if I need to change what mini-grant funds are being used for?

If you need to use mini-grant funds for something other than what was approved contact Danielle or Emily ASAP to have the change approved. You may need to submit an amendment specifying this change.

Why can't there be separate youth and adult mini-grants?

Facilitating two mini-grant programs for public libraries would generate an amount of paperwork that is not commensurate with the grant award amounts. eCivis will allow for libraries to designate



team members for the grant project. Libraries may add both their youth services and adult services staff to their eCivis account so that multiple staff members may collaborate on forms and reports.

Grant Management, eCivis, and Finances

Who should I contact if I am having difficulty logging into eCivis?

While OLIS can help troubleshoot certain basic issues in eCivis and questions specific to OLIS grant programs, if you are having difficulty logging in or other technical issues, contact the RI Grants Management Office through their [User Support Portal](#).

Who will receive the funds from this award?

This depends on the library's situation. You may choose to receive payment directly to the library or engage a fiscal agent/payee such as your municipality, friends' group or foundation. Whatever entity you select must have a Unified Entity Identifier (SAM) aka a UEI to be eligible to receive federal funds; this entity must also be registered in the [Ocean State Procures portal](#) so that the State of RI can issue payment. If you are using a fiscal agent/payee that has received a LORI grant in the past, then they almost certainly meet both criteria. If you would like to get paid through a new or different entity, please contact OLIS for more information.

What is the Annual Organization Registration and does my library need to complete it?

The Annual Organization Registration is the annual registration with the State of RI's eCivis system and is required for organizations to receive a subgrant from a state agency. The *entity receiving the payment* must complete this registration once per year. All entities applying for funds must complete the AOR as soon as possible in 2025.

Can multiple team members work on the grant in eCivis?

Yes. Once the library director accepts the grant, they will have access to the Award Dashboard, where the "Manage Grant Team" feature is available for the addition of as many team members as appropriate.

How will I request funds?

Libraries will request funds through the eCivis GMS via the Financial Report Feature, and by checking off the "This is a reimbursement request" option. The library will fill out the budget charts and narrative and provide accompanying documentation with each report.



How often can I request funds?

Funds can be requested up to twice any time during the project window for reimbursement of purchases. Libraries can request funds via financial report once for supplies and once for services, or they may request all funds in one report. All funds must be requested by August 25, 2025.

Can I request funds before I have made purchases?

No.

What do I do if I need to change my project activities or proposed budget?

If circumstances arise that necessitate substantive changes to your project activities or any changes to the budget categories, you can submit an Amendment Request directly through eCivis. You may request changes to your activities, and to your budget, though you may not request additional funds. For small changes, like changes in an item's brand or model, small shifts in quantity, or changes in anticipated costs, you do not have to file an amendment. Always contact OLIS before you file an amendment to determine if one is needed.

What kind of reporting will I need to do?

All reports will be assigned to you through eCivis and will include a financial report and a final activity report. There is also a final closeout financial report in eCivis that will be completed after all other reports have been submitted and accepted to officially close the grant.

Timeline

February 24: Request form available.

March 17: Request form deadline. Applications with errors or requests for non-allowable expenditures will be returned for revision.

March 31: Deadline for returning revised request forms.

April 14: Deadline for returning signed agreements.

July 18: Deadline for receiving approved supplies and services.

August 15: Deadline for hosting presenters.

August 25: Deadline for submitting financial report.

September 8: Deadline for submitting activity report.

October 3: Deadline for submitting financial report closeout.



Contact

[Open Office Hours](#) will be available during the application window for library staff to ask questions and request guidance or feedback on their application before submitting. Sign up for a session to receive the meeting link and passcode.

- Danielle Margarida, danielle.margarida@olis.ri.gov
- Emily Goodman, emily.goodman@olis.ri.gov
- Nicolette Baffoni, nicolette.baffoni@olis.ri.gov

