Program Overview

Libraries offer a wide range of services and resources to community members of all ages, which include the availability of physical and virtual materials, literacy and children’s programs, parenting classes, free computer use, wi-fi and internet access, homework help and research resources, job skill training opportunities, and more. Libraries act as learning centers and a catalyst to encourage reading and promote learning and literacy, while advancing economic opportunity for community members seeking to overcome barriers to literacy, so they can enhance the skills needed to locate, sustain and advance employment opportunities.

The county recognizes the wide range of services provided by public libraries and the financial constraints associated with maintaining and advancing their offerings, while keeping up with demographic transformations and technological advances. As such, the Dutchess County Legislature has allocated $75,000 to promote Dutchess Reads efforts, with funding specifically aimed at bridging the digital divide and addressing technology barriers to literacy, early reading, literacy for those seeking jobs and English as a second language.

Eligible Applicants

All Dutchess County public libraries are eligible to apply. However, if your municipality has more than one library, it is recommended that you coordinate efforts in identifying the needs of your community and submit one application.

Eligible Activities

Projects that address technology challenges faced by your library, the community you serve and produces results for the public. Examples of projects funded under this grant include, but are not limited to:

- New hardware;
- New software;
- New subscription services (1st year only);
- New one-time, short-term programs that expands access to technology; and
- Outreach efforts to underserved communities that promote Dutchess Reads efforts with a focus on “bridging the digital divide.”
Ineligible Activities

- Ongoing software subscription;
- Ongoing programs;
- Recurring operational expenses;
- Existing programs and services;
- Expenses incurred prior to the term of the Agreement; and
- Facility improvements.

Funding

The total allocation for this initiative is $75,000. While there is no minimum or maximum award, the county intends to fund multiple projects.

Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>February 14, 2020</td>
<td>Application released</td>
</tr>
<tr>
<td>March 13, 2020</td>
<td>Written questions concerning this grant proposal can be submitted via email by 5 p.m. to <a href="mailto:communitygrants@dutchessny.gov">communitygrants@dutchessny.gov</a>.</td>
</tr>
<tr>
<td>March 16, 2020</td>
<td>All answers to the submitted questions will be posted as an Addendum to this document.</td>
</tr>
<tr>
<td>March 20, 2020</td>
<td>Applications due by 5 p.m.</td>
</tr>
<tr>
<td>April 2020</td>
<td>Application review</td>
</tr>
<tr>
<td>April 2020</td>
<td>County Executive announcement of awards</td>
</tr>
<tr>
<td>May 1 – December 31, 2020</td>
<td>Program Year Term</td>
</tr>
</tbody>
</table>

Program Year

The grant term will be May 1, 2020 – December 31, 2020. It will be incumbent upon the applicant to include a project timeline that clearly demonstrates their ability to complete the project by December 31, 2020, while ensuring compliance with the Dutchess County’s Procurement Policies and Procedures, as there will be no contract extensions.
Procurement Policies & Procedures

Be sure to review the Dutchess County Procurement Policies and Procedures to ensure compliance. For your convenience, Central Services has put together the below listed documents which includes active contracts you may purchase from:

- Dutchess County Contracts
- New York State Contracts

Policies and Procedures

All expenditures are subject to the Contracted Services Policies and Procedures. Please review this document prior to submitting your application to ensure your organization has the capacity to meet the requirements.

General Instructions

- Applications must be submitted through the Dutchess County Grant Portal by 5 p.m. on March 20, 2020.
- A maximum of one (1) application can be submitted per library.
- Communities with more than one library should coordinate efforts in identifying the needs of your community and submit one joint application per community.
- There is no minimum or maximum grant request; however, the county expects to award multiple grants.
- Written questions concerning this grant proposal can be submitted via email to communitygrants@dutchessny.gov by 5 p.m. on March 13, 2020.
- All answers to the submitted questions will be posted as an Addendum to this document by 5 p.m. on March 16, 2020.
- Application should be submitted by the Library Director or someone authorized to submit on behalf of the Library Director. If submitting on behalf of the Library Director, the person submitting will be asked to certify they are authorized to submit on their behalf. Do not apply unless you received authorization from the Library Director.
- Do not submit support letters. Formal Memorandums of Understanding (MOU) or MOU intent letters can be uploaded within the Miscellaneous Uploads section within the Dutchess County Grant Portal if deemed necessary, but they are not required.

Insurance Requirements

- Please note: If awarded funding, insurance limits may be negotiated depending on the risk associated with the project.

Required Application Forms

The application must be submitted through the Dutchess County Grant Portal along with each of the below listed forms, which will be available for download within the grant portal, where
applicable.

- **Activity Budget & Narrative**

**Application Review**

The [Community Development Advisory Committee](#) (CDAC) will review applications and make preliminary funding recommendations to the County Executive for final approval. Funding recommendations will be based on the quality of the application, the organization’s demonstrated ability to fulfill the need(s), the cost benefit, the quality of the outcomes and a quality /realistic budget review.

**Reporting Requirements**

Organizations awarded funding will be required to submit quarterly payment requests and progress reports as outlined in the [Contracted Services Policies & Procedures](#).

**Grant Portal Instructions:**

1. Go to the [Dutchess County Grant Portal webpage](#).
2. The ED or ED’s authorized representative can “Create New Account”, if one doesn’t already exist. If a secondary account is needed, email communitygrants@dutchessny.gov to request a secondary logon, as all secondary accounts must be created by a grant administrator.
3. After successfully creating an account you’ll be directed to the Apply page where you can click on the blue “Apply” button that will bring you to the grant applications.
4. Once you begin an application, it will be saved as a draft and you can re-enter any time prior to the submission deadline to complete the application.