Goals & Categories

The Consortium of Ohio County Law Library Resources Boards ("Consortium") seeks opportunities to return a portion of its revenue from the statutorily mandated payments of County Law Library Resources Boards ("CLLRBs") 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 (such as personnel costs), 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. According to AALL's County Public Law Library Standards, "The library staff should participate 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/or transportation expenses to the following: 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.

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 and educational content, identify relevant speakers/presenters, and propose delivery options. Programming should be open and available to court personnel, private attorneys, and members of the public.

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 to legal information, and any new technology and/or equipment that can be of value to the law library. Applicants should describe the technology being requested and explain its relevance to the law library and how it will incorporate into the library's collection.

Multi- Agency Collaboration

Collaboration Grants seek to encourage joint projects of a CLLRB and other CLLRBs or local government bodies. Grants can fund initiatives that will result in collaboration, efficiencies, and cooperation among libraries. Proposals should demonstrate the participants' preparedness for a cooperative effort, documented need for cooperation if the proposal is largely financially driven, and/or how applicants 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 is $50,000. CLLRBs may apply for grants in more than one category; however, the maximum award for any CLLRB is $5,000 for *Staff Training and Career Development*, *Programming for Patrons*, or *Technology Grants* and $6,000 for *Multi-Agency Collaboration Grants*. If the amount requested exceeds the maximum award amount, the CLLRB is responsible for the remaining costs. 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 and reported no later than May 31, 2021. 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 Consortium.

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 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 to the Consortium Board copies of receipts for purchases of goods and services in addition to a one-page narrative report on the initiative and its results, which may be shared with the Ohio county law library community via the Consortium website, by May 31, 2021. Recipients are also encouraged to present on the grant-funded initiatives at professional meetings or conferences (e.g., a meeting of the Consortium, the Ohio Regional Association of Law Libraries, the ORALL County Law Libraries SIG, 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 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 and reporting will end on May 31, 2021. The CLLRB chair, the county prosecutor (if necessary), an approved representative of the county commissioners or council, and the executive director of the Consortium shall all sign the agreement.

By submitting a proposal on the enclosed application form, 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 Jennifer Jones at jennifer.jones@sc.ohio.gov or by phone at 614-525-4971.

Grants will not be awarded for the following expenses

- Personnel costs
- Westlaw and/or LexisNexis costs
- Any continuing subscription costs
- Office supplies (except where specific to project)
- Board member expenses
- Print resource costs
- Food and/or drink costs

Consortium of Ohio County Law Library Resources Board
Request for Proposal and Grant Application

CLLRB: _____

Address: _____

Proposal Author (s): _____

Email: _____ Phone: _____

Board President: _____

Grant Category Requested (check all that apply):

☐ Staff Training and Career Development ☐ Technology

☐ Programming for Patrons ☐ Multi-Agency Collaboration

Specific Service and/or Item Requested	Quantity	Cost
Total Amount Requested		**$**

Describe how the service(s) and/or item(s) requested will accomplish one or more of the following goals:

- **Enhance the knowledge and skill level of employees**
- **Improve library services and/or outreach**
- **Educate patrons**
- **Enhance the knowledge of patrons in using legal materials and/or law library resources**
- **Increase and/or make access to information easier**

Identify any existing library resources (financial, human, etc.) that will be allocated to the project:

Identify any outside group or individual that will serve as collaborators on the project:

Identify how the CLLRB will know if the project was successful:

Provide any additional information the committee should know before making recommendations:

_____ _____

Author Signature/Date Board President Signature/Date

For Multi-Agency Grant Requests:

_____ _____

Name of the Collaborating Agency Representative's Signature/Date

Checklist of required documents

- ☐ Typed application from above
- ☐ Quotes for each service and/or item requested

Important Dates

- ☐ February 28, 2020 – Deadline for proposal submission
- ☐ May 31, 2020 – Deadline for Consortium to post results
- ☐ May 31, 2021 – Deadline for grant-funded initiatives to be achieved
- ☐ June 30, 2021 – Deadline for any unspent money to be refunded to the Consortium
- ☐ June 30, 2021 – Deadline for written report to Consortium Executive Director

Deadline & Submission Information

The postmark deadline for submission of proposals is February 28, 2020. Proposals may be submitted by email or by postal mail to:

Statewide Consortium of Ohio County Law Libraries
c/o Jennifer D. Jones
Franklin County Law Library Resources Board
369 S. High Street, 10th Floor
Columbus, OH 43215
jennifer.jones@sc.ohio.gov