

CONTACT:

ALA Public Programs Office
50 East Huron Street
Chicago, Illinois 60611-2795
Telephone 312 280 5045
Fax 312 280 5759
E-mail: publicprograms@ala.org



NASA@ My Library
Grant Acceptance Agreement – Due June 13, 2017

Please sign and return this form immediately to authorize participation in *NASA@ My Library*. Email or fax this Grant Acceptance Agreement to arrive no later than **Tuesday, June 13, 2017** to:

American Library Association
Public Programs Office
Attention: Colleen Barbus

50 E. Huron / Chicago, IL 60611
Email: cbarbus@ala.org
Fax: 312-280-5759

Signature of this agreement indicates the Participating Library's understanding and acceptance of the *NASA@ My Library* guidelines and requirements, which are posted at <https://apply.ala.org/nasalibraries/guidelines> and include the following.

Program Dates

- The Participating Library agrees to receive all materials associated with the *NASA@ My Library* project and host required programming between May 2017 and November 2018 (Phase I).
- If the Participating Library agrees to take part in the next phase of the project (Phase II), it will agree within a second Grant Acceptance Agreement to continue hosting required programming between November 2018 and December 2020.

Training Requirements

The Participating Library agrees that the Project Director (or designee) will participate in each of the following required trainings:

- Orientation Webinar (required; more than one staff member may attend): May 11, 2017 at 2 pm MT
- NASA STEM Facilitation Kit Webinar (required; more than one staff member may attend): May 22, 2017 at 2 pm MT
- In-person Workshop (required; only one staff member may attend): February 28-March 1, 2018 in Denver, Colorado

Programming Requirements

- The Participating Library agrees to facilitate and report on a minimum of three public *NASA@ My Library* programs per project year that utilize *NASA STEM Facilitation Kits*, NASA educational resources, and/or NASA Subject Matter Experts. The three programs should include NASA science-focused learning experiences for a variety of age groups, including adults. (Project years begin every November. Because the first project year is abbreviated, running only from May to October 2017, only two public *NASA@ My Library* programs are required during that term.)
- The Participating Library agrees to present at least one of the required programs per award year as a publicized, high-profile *NASA@ My Library* event.

- The Participating Library agrees to host a Community Dialogue event with community stakeholders, with an emphasis on including representatives from groups currently underrepresented in STEM professions. Training for hosting this Community Dialogue event will be provided during a webinar tentatively scheduled for Sept. 20, 2017.
- The Participating Library agrees to promote programs to at least one underrepresented audience in their community, as defined in their original *NASA@ My Library* proposal. Any changes to this requirement must be approved by the Space Science Institute (“SSI”).
- The Participating Library agrees to charge no fees for attending *NASA@ My Library*-related programs. Fundraising programs are allowed as long as the required programs and any *NASA@ My Library* branded programs are free and open to the public.

Evaluation Requirements

- The Participating Library agrees to provide the names, titles and email addresses of all library staff who will be involved in *NASA@ My Library* (see page 3 of this Agreement).
- The Participating Library agrees that all library staff who will be involved in *NASA@ My Library* programming will complete the *NASA@ My Library* pre-project survey, conducted by Education Development Center (EDC), by May 22, 2017.
- The Participating Library agrees to distribute patron surveys – created by EDC – to *NASA@ My Library* program participants who attend public *NASA@ My Library* programs that utilize *NASA STEM Facilitation Kits*, NASA educational resources, and/or NASA Subject Matter Experts. The Participating Library agrees to collect and return these completed surveys to EDC within 60 days of completing each program. Library patrons may be informed that their completion of any survey is optional.
- The Participating Library agrees to complete post-webinar surveys administered by EDC at the conclusion of *NASA@ My Library* webinars and a post-workshop survey administered by EDC following the workshop in February 28-March 1, 2018 workshop in Denver, Colorado.
- The Participating Library agrees to complete a final *NASA@ My Library* post-project survey, conducted by EDC and to be completed by all library staff involved in *NASA@ My Library* programming, after the conclusion of the *NASA@ My Library* project, at a date to be determined.
- If selected, the Participating Library agrees to participate in a phone interview or site visit that includes observation of programming, Community Dialogue events, and interviews with library staff.

NASA STEM Facilitation Kit Maintenance

- The Participating Library agrees to be responsible for the condition and use of the *NASA STEM Facilitation Kits* throughout the *NASA@ My Library* project period. The Participating Library agrees that the *NASA@ My Library* project will not replace items during the life of the project, and that any repair or replacement of materials within the *NASA STEM Facilitation Kits* will be the library’s responsibility, if desired. The Participating Library will not be required to repair or replace items during the life of the project, unless desired.

Advertising and Publicity Requirements

- The Participating Library agrees to ensure that the National Aeronautics and Space Administration, the National Center for Interactive Learning at the Space Science Institute, the American Library Association, Cornerstones of Science, the Pacific Science Center, and the Education Development Center are properly credited in all publicity and communications relating to the *NASA@ My Library* project. The required text is:
“The *NASA@ My Library* project is led by the National Center for Interactive Learning at the Space Science Institute. Partners include the [American Library Association \(ALA\) Public Programs Office](#), Pacific Science Center, Cornerstones of Science, and Education Development Center.

NASA@ My Library is made possible through the support of the [National Aeronautics and Space Administration \(NASA\) Science Mission Directorate](#) as part of its [STEM Activation program](#).”

- The Participating Library agrees to upload publicity items, as available, to their yearly report via the ALA’s online reporting system.
- The use of the NASA logo is restricted. There will be some materials that SSI produces that has the NASA logo that libraries can use but otherwise participating libraries agree to not use the NASA logo. The use of the *NASA@ My Library* logo solely in connection with the activities of the Participating Library in connection with the program is permitted and encouraged.

Reporting

- The Participating Library agrees to submit interim reports via ALA’s online grant management system (<https://apply.ala.org/nasalibraries>). Reports should be completed incrementally and must be finalized and completed by November 1st of each project year.
- The Participating Library agrees to upload publicity materials and program images to their yearly interim report forms, as available, and agrees to the use of these materials in future promotional efforts by the ALA and/or SSI.

Payment of Programming and Travel Stipends

ALA/SSI agree to distribute the following stipends to the Participating Library, payable to the Institution Name and mailed to the Address noted below. (Funds may be paid to the Participating Library, or to the Library’s Foundation or Friends’ Group, if desired.)

- \$500 programming stipend, payable upon receipt of a signed copy of this agreement. (Paid by ALA.)
- \$800 travel reimbursement, payable upon completion of the travel and submission of necessary invoice and backup receipts for the February 28-March 1, 2018 workshop in Denver, Colorado. (Paid by SSI.)
- A final \$500 programming stipend will be payable to the Participating Library in December 2018, if it agrees to participate in Phase II of *NASA@ My Library*. (Paid by ALA.)

Participating Library:

Broward County Stirling Road Library
(Institution Name)

Valerie McCurdy
(Care of/Attention to)

3151 Stirling Road
(Address)

Fort Lauderdale, FL 33312
(City, State, Zip Code)

Please list all the library staff who will be involved in *NASA@ My Library* programming (add more lines as needed):

<u>Valerie McCurdy</u>	<u>vmccurdy@broward.org</u>	<u>Librarian, Senior / Project Director</u>
(First and Last Name)	(Email)	(Title)

<u>Ella Galbreath</u> (First and Last Name)	<u>egalbreath@broward.org</u> (Email)	<u>Community Library Manager</u> (Title)
<u>Lisa Gottlieb</u> (First and Last Name)	<u>lgottlieb@broward.org</u> (Email)	<u>Librarian</u> (Title)
<u>Salvatore Greco</u> (First and Last Name)	<u>spgreco@broward.org</u> (Email)	<u>Librarian</u> (Title)
<u>Victoria Nikolov</u> (First and Last Name)	<u>vnikolov@broward.org</u> (Email)	<u>Librarian</u> (Title)
<u>Desiree Roland</u> (First and Last Name)	<u>droland@broward.org</u> (Email)	<u>Librarian</u> (Title)

Please complete and sign this Grant Acceptance Agreement to confirm your participation in NASA@ My Library, and return it to ALA by June 13, 2017.

For the American Library Association:

For the Participating Library:



Lainie Castle
Project Director, ALA Public Programs Office

Signature, Mayor

Printed Name: Barbara Sharief



Cathleen Bourdon
Associate Executive Director, ALA

Institution: Broward County Board of County Commissioners


Date:

Review and approved as to form:

Joni Armstrong Coffey, County Attorney

 5/23/17

Scott Andron, Assistant County Attorney

 5/23/17

Sharon V. Thorsen, Senior Assistant County Attorney

 5-19-17

Risk Management WAYNE FLETCHER