Meetings with Diana Tedone and Valeria Estrada re: IMLS National Leadership grant
Meeting Notes

1) **1/7/14 webinar**. Presenters walked us through the process for applying for grants, emphasizing that proposed projects must have broad impact, move the field forward, and involve partners. The program funds roughly 25% of all proposals submitted. Presenters said that planning grants are good launching pads for bigger projects and implementation funding, although implementation funding is not guaranteed after a planning grant. Indirect costs should not be included in planning grant budgets. No matching funds are required for grants under $250K although for every three dollars funded, one dollar in in-kind support is encouraged. Presenters encouraged applicants to review the IMLS Strategic Plan before submitting a grant application. Communication and sustainability plans are not required for planning grants.

2) **1/10/14 planning meeting.** Diana, Valeria, and Lucy used the narrative outline described in the RFP to discuss the key elements of the program Diana and Valeria would like to implement. They agreed that a planning grant was the way to go, if they decide to go forward with a grant application this year. Lucy emphasized the need to have the library be the center of program activities proposed in this grant request, since the grant program goals focus on improvements to library practices. A brainstorm document was created that describes the need for the program, who the program audiences would be, and what the project design and activities would be. This document also includes planning goals and activities. Lucy helped Diana complete the Intent to Apply form. Next step is for Diana and Valeria to further develop the project idea and to get approval from Gregory Anderson to move forward with the project idea. If a planning grant is not submitted in February 2014, Diana and Valeria would still like to move forward with an implementation grant application next year, if they receive approval for the project.