

# PLA Digital Literacy Workshop Training Incentive 2024

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*American Library Association*

## *Getting Started*

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Applications will be accepted for "2024-2025 PLA Digital Literacy Workshop Incentive, supported by AT&T" from July 26, 2024, until October 18, 2024.

**The online application form must be submitted by October 18, 2024, at 11:59 PM CST.**

Late or incomplete applications

## Project Name\*

To begin, please answer the question below "Project Name" by typing the following in the response text box: **ATT PHASE III**

**\*Please note: There is a character limit of 12 characters. To complete this field, simply type "ATT PHASE III". \***

*Character Limit: 100*

## Project Lead

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**Note: The Project Lead is the lead representative from your library and will be the primary point of contact.**

Provide all the information that is requested for the Project Lead and save the information. After clicking the "SAVE" button, you will be able to return to the application at any time and log in, using your e-mail address and password. This will allow you to edit, save, and return to your application as needed prior to the submission deadline.

## Project Lead First Name\*

*Character Limit: 250*

## Project Lead Last Name\*

*Character Limit: 250*

## Project Lead E-mail\*

*Character Limit: 250*

## Project Lead Phone Number\*

*Character Limit: 250*

## Extension (if applicable)

*Character Limit: 250*

## Project Lead Title\*

*Character Limit: 250*

## Department

*Character Limit: 250*

## Institution\*

*Character Limit: 250*

## Address 1\*

*Character Limit: 250*

**Address 2**

OK  
OR  
PA  
PR  
RI  
SC  
SD  
TN  
TX  
UT  
VA  
VI  
VT  
WA  
WI  
WV  
WY

**Zip Code\***

9 digits, xxxxx-xxxx. If you need to find your 4-digit sort code, you can look it up at the website of the

**Number of Branches in Your Library System (if applicable)\***

*Enter N/A if not applicable.*

*Character Limit: 250*

**Total Population Served Annually\***

*Character Limit: 100*

**Library Size\***

The Institute for Museum and Library Services (IMLS) generally considers public libraries with a service population of less than 100,000 small and 100,000 and over large.

Indicate the size of your library.

**Choices**

Large

Small

**Community Type\***

The Institute for Museum and Library Services (IMLS) defines a rural community as one that is more than, or equal to, five miles from an urbanized area and a small community to be libraries with a legal service area population of 25,000 or less. If you do not know how to categorize your community type, please review <https://www.ims.gov/search-compare/>

**Choices**

Drag to reorder

City

Suburb

Town

Rural

Other

**How did you learn about this opportunity?\***

This information will help us understand how our marketing efforts are working. Please check all that apply.

**Choices**

Received an email

Advertisement (please specify source below, if known)

ALA website

News article/press release (please specify source below, if known)

Social media

Word of mouth

Conference program

Other Source (please specify below)

Unsure

**If you selected "Other" please specify below.**

*Character Limit: 250*

## Have You Received Funding From PLA To Support DigitalLearn Workshops Before?\*

### Choices

Yes

No

## *Proposal Narrative*

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Please note that each narrative section may not exceed 3,000 characters (approximately 500 words).

### **Community:\***

In your response, please include answers to the following:

Describe your library and the community it serves, including demographics, dynamics, and key

### **Budget Overview:\***

How do you envision using the funds to support the DigitalLearn workshops? Examples include advertising, promotional or tech giveaways, food, childcare, transportation, laptops or other devices, and hiring a facilitator. (You do not need to indicate exact items or cost, this is a brief narrative overview).

*Character Limit: 6000*

### **26. Prior Digital Literacy Experience\***

What digital literacy programs does your library currently offer or has offered recently? Please include information about the curriculum used, the target audience, community partnerships, and their overall success.

*Character Limit: 6000*

### **Facilitation\***

If selected, who will conduct your library's DigitalLearn workshops?

*Character Limit: 250*

### **Promotional Plan\***

As part of this incentive, all libraries will be provided a marketing toolkit for promoting the workshops. This will include sample text for social media, newsletters, and flyers as well as ready-to-use graphics. How would you use these resources to engage your specific community and promote your workshops? You may wish to reflect on the successful communication methods your library uses for programs.

*Character Limit: 6000*

## *Commitments*

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**Please affirm the library's commitment to each of the following practices and requirements:\***

- Attend or watch all onboarding webinars.
- Use any or all of the 8 DigitalLearn approved training materials developed by PLA and AT&T.
- If you are a Small library, reach a minimum of 30 learners or if you are a Large, library reach a minimum of 75 learners using the approved training materials by May 30, 2025.
- Conduct as many workshops as necessary to reach the minimum learner goals based on your library size.





## Certifying Official Institution\*

*Character Limit: 250*

## Certifying Official Email Address\*

*Character Limit: 250*

## Certification\*

By checking this box and submitting this application, the authorized representative for the applicant organization certifies that all statements contained herein are true and correct to the best of their knowledge and belief and that the applicant organization is neither presently debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from participation in this transaction by any federal department or agency.

NOTE: You can check the status of your institution with regard to debarment at the website of the System for Award Management (SAM.gov).

### Choices

I agree.

## Certification Date (today's date)\*

*Character Limit: 10*

## *Review and Submit*

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Please review your application to ensure a complete submission. Once you have completed your review, click "Submit" in the bottom right corner of your screen.

**You cannot make changes to your application once it has been submitted.** The online application form must be submitted by the deadline of October 18, 2024, at 11:59 PM CT. Late or incomplete applications and applications from ineligible institutions will not be reviewed.

**Ensure you receive messages regarding your application!** Emails regarding your application status will come from [administrator@grantinterface.com](mailto:administrator@grantinterface.com). Please save this email address ([administrator@grantinterface.com](mailto:administrator@grantinterface.com)) as a contact to ensure that you will receive messages regarding your application.