**Innovation Station Project**

**Application Guidelines**

**September 2017**

**Project Overview**

This project aims to create innovation labs through partnerships between libraries, employers and educators. This concept was modeled by the collaboration between Chula Vista Public Library, Chula Vista Elementary School District, and Qualcomm to create a space for learning called the Innovation Station. Qualcomm designed the original Thinkabit Lab™ to encourage students to consider science, technology, engineering, and math (STEM)-related careers by spending a full day exploring STEM tools in a hands-on, do-it-yourself, learning lab.

Funds for this project will be used to create Innovation Stations and further expand upon the concept of collaborations between libraries, educators, and public/private organizations. Through this project, formally known as the “Innovation Station Project,” the Southern California Library Cooperative will work with California State Library staff to connect people with the skills required in various jobs and encourage the creative problem-solving that is central to success in California’s innovation-based economy.

Long-term goals include:

1. Using technology and tools provided in the Innovation Station to excite and engage members of the community to explore creative programs and develop skillsets. This may include introducing technology that is cutting-edge or further exploring STEM and STREAM (science, technology, reading, engineering, art, and math) resources.

2. Engaging libraries and partners to provide resources to sustain the Innovation Station space and enhance the library experience. This in turn will enhance library sustainability and further position the library as a cornerstone of the community.

**Project Goals**

The specific goals below are for the development of Innovation Stations unique to each participating library and complement the long-term goals mentioned above. There can be different components and different types of Innovation Stations – libraries can apply to design one according to the needs of their community.

1. Develop space to encourage creative thinking. This includes identifying library spaces,

mobile spaces, or neighborhood spaces that could accommodate the lab.

2. Encourage experimenting with technology.

3. Implement programs that enhance the community’s library experience.

4. Target audience to improve skillset with technology.

**Eligibility**

The Innovation Station Project grant program is open to CLSA public library jurisdictions (that is, public library jurisdictions that are full members of one of California's regional library cooperatives). Each library jurisdiction may submit only 1 application for funds. Jurisdiction must be able to accept a check by December 31, 2017. Jurisdiction must be able to spend funds by December 31, 2018.

**Selection Criteria**

Approximately 18 libraries will be selected to participate in this project. Applications will be evaluated by a committee and applicants will be selected on the clarity of community need and aspiration, and the strength of their partnerships.

**Use of Project Funds**

Each selected library will be given $5,000 or $10,000 to create their unique Innovation Station and purchase materials and supplies for the station.

**Cash and In-Kind Match**

No cash match required, though libraries would need to contribute staff time to develop an Innovation Station and providing programming for the station. Partnerships are strongly encouraged for this project, and partner contributions should be elaborated upon in the application.

**Evaluation**

We will require participating libraries to use survey tools, such as Survey Monkey, to evaluate the impact of the programs and services they provide with their new technologies. Pre-and post-survey instruments will be administered.

1. Increased participants’ knowledge on STREAM-based learning.

2. Strengthened partnerships between libraries, educators, and public/private organizations.

The Southern California Library Cooperative will gather project data by administering pre-surveys and post surveys using Survey Monkey. Data provided in surveys will be used to analyze the impact of the project and determine if outcomes were met. The results will be tallied, interpreted by the Innovation Station Team, and posted online.

Project participants will showcase their project and exchange information utilizing social and traditional media and other applicable communication channels.

**Timeline**

September 20, 2017: Project launch – call for applications.

November 9, 2017: Applications are due to the Southern California Library

Cooperative. Original signed copy of application postmarked by 5pm November 9, 2017.

November 2017: Applications are assessed by Innovation Station Team committee.

December 1, 2017: Applicants are notified of the results of their applications. The project period begins. A mandatory pre-survey will be issued to the participating libraries.

December 2017: Funds are issued to successful applicants within two weeks of the

library submitting a funding request form to the Southern California Library Cooperative.

March 31, 2018: First narrative and financial reports are due to the Southern

California Library Cooperative.

June 15, 2018: Second brief narrative and financial reports are due to the

Southern California Library.

December 15, 2018: Third narrative and financial reports are due to the Southern California Library Cooperative.

March 31, 2019: Project period ends. Programs must be completed. A mandatory post survey will be issued to the participants.

April 30, 2019: Final narrative and financial reports are due to the Southern

California Library Cooperative.

Unexpended and unencumbered funds must be returned to the Southern California Library Cooperative.

**Submission Instructions**

Please submit applications electronically and in hard copy to the Southern California Library Cooperative.

An electronic copy must be received by 5:00pm, Thursday, November 9, 2017. It should be emailed to: [dsatchwell@socallibraries.org](mailto:dsatchwell@socallibraries.org). Hard copy must be postmarked by 5:00pm, Thursday, November 9, 2017.

A hard copy with the library director’s original signature must be received within seven days of the submission of the electronic copy. It should be mailed to:

Southern California Library Cooperative

Attn: Diane Satchwell

248 E. Foothill Blvd., Ste 101

Monrovia, CA 91016

**Additional Information**

• The California Library Services Board has provided $200,000 in California Library Services Act

funding to support this project. We will fund as many projects as we are able to but we are

unable to guarantee funding to all applicants.

• We aim to divide project funds equitably between libraries requesting different types of

Innovation Station projects and between different types of libraries, e.g. rural, suburban, urban, and underserved.

• Applications will be reviewed by the Innovation Station team comprised of project staff and California State Library representatives.

• If project funds are not fully allocated in response to this call for applications, we will issue

a second call in 2018.

• Applicants are encouraged to disseminate the impact of their new Innovation Station projects and related programming to the field and related professional communities through publications and conference presentations.

• For any questions or assistance in identifying your Innovation Station needs as you prepare your application, please contact Diane Satchwell at dsatchwell@socallibraries.org