

# Expanding Digital Literacy

**Thursday, August 7, 2025**

Informational Webinar

# Agenda

- Introduction
  - Purpose of the grant opportunity
  - Key dates
  - Important grant details
- Application guidelines and process
- Foundant portal overview
- Application review process
- Reporting and monitoring
- Questions

8/7/2025

2



# Purpose of the Grant Opportunity

The Expanding Digital Literacy (EDL) grant program will enable New Jersey public libraries to teach digital skills and provide access to technology in communities with high need. Selected projects will increase confidence and technology skills in participants, with a focus on underserved populations.

EDL supports the implementation of programs that provide training on topics such as using digital tools, accessing information, avoiding scams, and protecting privacy. Programs can focus on these skills for specific purposes, such as workforce development, entrepreneurship, telehealth, or financial literacy.

This grant is intended for libraries in the early stages of developing digital skills programs.

# Key Dates

Date	Activity
July 28, 2025	Release of Expanding Digital Literacy grant program guidelines Application portal opens
August 7, 2025 at 10:00am ET	Technical assistance webinar
August 12, 2025	FAQ released and updated weekly until September 9, 2025
September 12, 2025 at 11:59pm ET	Application portal closes
November 1, 2025	Grant period begins
April 13, 2026	Interim report due
August 31, 2026	Grant period ends
September 15, 2026	Final day to submit reimbursement requests
September 30, 2026 at 11:59pm ET	Final reports due

# Important Grant Details

- **Funding Available**
  - NJSL estimates that \$100,000 is available for approximately 4-6 grants
    - Minimum award: \$15,000
    - Maximum award: \$25,000
- **Grant Period**
  - The grant period of performance is expected to be from November 1, 2025 through August 31, 2026.
- **Eligible Applicants**
  - Eligible applicants are public libraries established pursuant to Chapter 33 of Chapter 54 of Title 40 of the New Jersey Revised Statutes or a library established pursuant to N.J.S.A. 15A:1-1 et seq., and receiving public funds pursuant to N.J.S.A. 40:54-35.

# Application Guidelines



## Expanding Digital Literacy

### Grant Application Guidelines

Application due September 12, 2025 at 11:59pm ET

#### Mission of the New Jersey State Library

The New Jersey State Library (NJSL) connects people with information through its services to libraries, government and people with special needs. With a focus on innovation, future trends, exemplary models and technologies, NJSL provides support for New Jersey's public libraries.

#### Purpose and Outcome of the Grant Opportunity

The Expanding Digital Literacy ("EDL") grant program will enable New Jersey public libraries to teach digital skills and provide access to technology in communities with high need. As core services become available online only, the ability to use technology confidently is increasingly important. People rely on these tools to apply for jobs, access healthcare, engage in civic life and events, and participate in education. Libraries are uniquely positioned to bridge this gap and empower community members to participate fully in today's digital world.

Selected projects will increase confidence and technology skills in participants, with a focus on underserved populations, including seniors, English language learners, low-income households, individuals with disabilities, and others as identified by the applicant. Expanding Digital Literacy supports the implementation of programs that provide training on topics such as the use of digital tools, accessing information, avoiding scams, and protecting privacy. Funded projects can also focus on digital skills for specific purposes, such as workforce development, entrepreneurship, telehealth, or financial literacy.

This grant is intended for libraries in the early stages of developing digital skills programs. In addition to receiving funding, grantees will be invited to participate in monthly cohort meetings to exchange ideas, share promising practices, and provide feedback.

#### Funding Available

NJSL estimates that \$100,000 is available for approximately 4-6 grants. Minimum grant award is anticipated to be \$15,000 with a maximum amount of \$25,000. NJSL reserves the right to grant fewer or more grants in amounts that differ from what the applicant requested.

#### Grant Period

The grant period of performance is expected to be from November 1, 2025 through August 31, 2026.

- Guidelines are available at [www.njstatelib.org/digitalliteracy](http://www.njstatelib.org/digitalliteracy)
- Webinar recording will be posted when available
- Questions? Contact [Grants@njstatelib.org](mailto:Grants@njstatelib.org) with the subject title "Expanding Digital Literacy"
- Answers will be posted weekly starting August 12, 2025

8/7/2025

6



# Application Instructions

- NJSL uses Foundant, an online grants management system for applicants
- Create an Organizational Profile before creating an application.
  - Visit [www.grantinterface.com/Home/Logon?urlkey=njsl](http://www.grantinterface.com/Home/Logon?urlkey=njsl) to access Foundant
- Log into Foundant prior to the deadline to ensure you can access the application.
- Only complete applications received by September 12, 2025 will be reviewed.

# Application Description

## A. Project Details

- Information about the project and project manager

## B. Narrative Questions

- Questions about the project
- Responses will be scored by evaluators
- Rubric is available in the Application Guidelines

## C. Attachments

- Form A: Budget Summary Form
- Form B: LSTA Subgrant Assurances and Certifications
- Form C: Resolution to Apply

# 1. Community Need (20 Points)

- What are the community's digital skills needs that will be addressed, specifically among members of any population groups the project will target?
- Excellent Response (16-20 points)
  - Response appears to provide relevant, credible evidence and data to explain high community needs and existing barriers for targeted population groups

## 2. Objectives (10 Points)

- What are the objectives of the proposed project?
- Excellent Response (6-10 points)
  - Objectives are detailed, realistic, and appear achievable within the project scope.
  - Objectives are directly aligned to the community need.

# 3. Project Plan (30 Points)

- Describe the activities that will be carried out through this proposed project. Include timeline, staffing, outreach, and other key details.
- Excellent Response (21-30 Points)
  - Project plan is detailed and specific.
  - Includes milestones, timeline, staffing, and outreach plan to achieve stated objectives with the resources provided through the grant program.
  - The scope of the project appears sufficient to meet the community need.

# 4. Evaluation (15 Points)

- How will this project be evaluated and how will you measure outcomes?
- Excellent Response (11-15 points)
  - Response includes a clear, detailed plan for collecting data to evaluate progress.
  - Summative and/or formative evaluation will be undertaken

# 5. Community Impact (15 Points)

- Is this a new program or one that has been offered before by your library? What are the intended impacts of this project on the targeted population groups?
- Excellent Response (11-15 points)
  - Response proposes a new project for the library.
  - Intended impact is thoroughly described.
  - Appears to demonstrate significant impact on targeted population groups.

# 6. Capacity Building (5 Points)

- How will this grant funding strengthen the library's capacity to provide digital skills support to the community and targeted population groups in the future?
- Excellent Response (4-5 points)
  - Comprehensive and clear plan for capacity building that will inform or improve library services beyond the grant period.

# 7. Budget and Budget Narrative (5 Points)

- Provide a budget narrative that describes each proposed expenditure and how each contributes to the project.
- Budget will be submitted using template Form A: Budget Summary Form
  - All expenditures and costs must be allowable, reasonable, allocable, and necessary for the grant.
- Review the grant guidelines at [www.njstatelib.org/digitalliteracy](http://www.njstatelib.org/digitalliteracy) for Budget Guidelines
- Acceptable Response (3-5 points)
  - The applicant's response is complete, the proposed budget appears to be in line with the scope of the proposed project, and all costs appear to be reasonable, necessary, allowable, and allocable.

# 8. Summary

- Provide a brief summary of no more than 250 words to describe the project. Note: all or part of this summary may be used as part of a press release issued by the New Jersey State Library or for other public information and outreach purposes.
- This response will not be scored.

# Foundant Portal Instructions

1. Click link to log into Foundant:  
[www.grantinterface.com/Home/Logon?urlkey=njsl](http://www.grantinterface.com/Home/Logon?urlkey=njsl)
2. Create an Organizational Profile
3. Once a profile is created, create a password. Once you enter the system, there will be an “APPLY” button in the top navigation bar.
4. Click “APPLY” and all active applications will appear on your dashboard.

# Foundant Application Dashboard

The screenshot shows the top navigation bar with the NJ State Library logo and an 'APPLY' button. A blue arrow points to the 'APPLY' button. Below the navigation bar is a large white card with the following content:

### Expanding Digital Literacy Grant Program

The Expanding Digital Literacy (EDL) grant program will enable New Jersey public libraries to teach digital skills and provide access to technology in communities with high need. Guidelines, Q&As, and other information can be found on the New Jersey State Library's website: <https://www.njstatelib.org/digitalliteracy>

At the bottom of the card, there is a 'Closes' section with a calendar icon and the date '09/12/2025'. To the right of the 'Closes' section are two buttons: 'Preview' and 'Apply'. A blue arrow points to the 'Apply' button.

# Application Review Process

- Only complete applications received by September 12, 2025 at 11:59pm ET will be reviewed.
- Complete applications must be submitted through the NJSL Foundant portal.
- Submissions will undergo an initial screening to verify that the applicant is eligible and application materials are complete.
- Eligible applications will be reviewed by a three-member evaluation panel.
- Applications will be scored on a 100-point scale.

# Reporting and Monitoring

- Grantees will be required to collect performance data and evaluate the effectiveness of projects.
- Interim report will be due April 13, 2025.
- Final report will be due September 30, 2026.

# QUESTIONS?

Send questions after this webinar to [Grants@njstatelib.org](mailto:Grants@njstatelib.org) with the subject, “Expanding Digital Literacy”

Answers will be posted weekly beginning August 12, 2025 on the NJSL webpage [www.njstatelib.org/digitalliteracy](http://www.njstatelib.org/digitalliteracy)