

## GRANT SUMMARY SHEET

**Grant Name:** T.O.T.A.L. (Totally Outstanding Teen Advocates for the Library) 22

**Department:** PUBLIC LIBRARY

**Grantor:** NASHVILLE PUBLIC LIBRARY FOUNDATION

**Pass-Through Grantor  
(If applicable):**

**Total Award this Action:** \$89,500.00

**Cash Match Amount:** \$0.00

**Department Contact:** Jena Schmid - Main Library Administrator  
862-5806

**Status:** CONTINUATION

**Program Description:**

NPL staffs a neighborhood-based youth engagement team named T.O.T.A.L. for Totally Outstanding Teen Advocates for the Library. This grant provides the program with a leadership team of a program coordinator and two teens hired to design, develop and implement programs for both the public and other teens at a minimum of five branch locations. The T.O.T.A.L. team is responsible for recruiting youth volunteers throughout Nashville's neighborhoods to conduct the classes and promote the offerings of the Public Library.

**Plan for continuation of services upon grant expiration:**

NPL does not expect to fund this initiative with local funding. The result of the grant will be ongoing support for a teen volunteer corps that requires no further funding.

### Grants Tracking Form

Part One

Pre-Application <input type="radio"/>		Application <input type="radio"/>		Award Acceptance <input checked="" type="radio"/>		Contract Amendment <input type="radio"/>	
Department	Dept. No.	Contact		Phone	Fax		
PUBLIC LIBRARY	039	Jena Schmid - Main Library Administrator		862-5806	880-2605		
<b>Grant Name:</b>	T.O.T.A.L. (Totally Outstanding Teen Advocates for the Library) 22						
<b>Grantor:</b>	NASHVILLE PUBLIC LIBRARY FOUNDATION		<b>Other:</b>				
<b>Grant Period From:</b>	07/01/21	<small>(applications only)</small> Anticipated Application Date:					
<b>Grant Period To:</b>	06/30/22	<small>(applications only)</small> Application Deadline:					
<b>Funding Type:</b>	FOUNDATION	<b>Multi-Department Grant</b>		<input type="checkbox"/> <b>→ If yes, list below.</b>			
<b>Pass-Thru:</b>		<b>Outside Consultant Project:</b>		<input type="checkbox"/>			
<b>Award Type:</b>	OTHER	<b>Total Award:</b>		\$89,500.00			
<b>Status:</b>	CONTINUATION	<b>Metro Cash Match:</b>		\$0.00			
<b>Metro Category:</b>	Est. Prior.	<b>Metro In-Kind Match:</b>		\$0.00			
<b>CFDA #</b>	N/A	<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>			
<b>Project Description:</b>	NPL staffs a neighborhood-based youth engagement team named T.O.T.A.L. for Totally Outstanding Teen Advocates for the Library. This grant provides the program with a leadership team of a program coordinator and two teens hired to design, develop and implement programs for both the public and other teens at a minimum of five branch locations. The T.O.T.A.L. team is responsible for recruiting youth volunteers throughout Nashville's neighborhoods to conduct the classes and promote the offerings of the Public Library.						
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
NPL does not expect to fund this initiative with local funding. The result of the grant will be ongoing support for a teen volunteer corps that requires no further funding.							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		or	<b>% of Grant</b>		<b>Other:</b> <input type="checkbox"/>		
<b>Explanation for "Other" means of determining match:</b>							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>			<b>Fund</b>	<b>Business Unit</b>			
<b>Is not budgeted?</b>			<b>Proposed Source of Match:</b>				
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>							
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>		2.52	<b>Actual number of positions added:</b>		0.00		
<b>Departmental Indirect Cost Rate</b>		20.23%	<b>Indirect Cost of Grant to Metro:</b>		\$18,105.85		
<b>*Indirect Costs allowed?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No		<b>% Allow.</b>	0.00%	<b>Ind. Cost Requested from Grantor:</b>			
				\$0.00 <b>in budget</b>			
<small>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</small>							
<b>Draw down allowable?</b> <input type="checkbox"/>							
<b>Metro or Community-based Partners:</b>							

Part Two

Grant Budget

Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY22			\$89,500.00	\$0.00		\$0.00	\$89,500.00	\$18,105.85	\$0.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>		\$0.00	\$0.00	\$89,500.00	\$0.00		\$0.00	\$89,500.00	\$18,105.85	\$0.00
<b>Date Awarded:</b>		06/28/21		<b>Tot. Awarded:</b>		\$89,500.00	<b>Contract#:</b>		LETTER	
<b>(or) Date Denied:</b>				<b>Reason:</b>						
<b>(or) Date Withdrawn:</b>				<b>Reason:</b>						

Contact: [trinity.weathersby@nashville.gov](mailto:trinity.weathersby@nashville.gov)  
[vaughn.wilson@nashville.gov](mailto:vaughn.wilson@nashville.gov)

*vw*

**GRANT LETTER**

**T.O.T.A.L.: Totally Outstanding Teen Advocates for the Library**

Section 1. Grant. The Nashville Public Library Foundation, a nonprofit corporation exempt from federal income tax under Section 501©(3) of the Internal Revenue Code of 1986, as amended (the “Code”), intends to make a gift to the Metropolitan Government of Nashville and Davidson County, acting by and through the Metropolitan Library Board, (the “Charity”), a municipal corporation, exempt from federal income tax, an amount of Eighty Nine Thousand Five Hundred Dollars (\$89,500) in the manner, and subject to the terms, as hereinafter provided.

Section 2. Grant Term. This grant shall be effective for the period commencing on July 1, 2021 and ending June 30, 2022. The Foundation shall have no obligation for services rendered by the Library which are not performed within the specified period.

Section 3. Payment of Grant. The Foundation intends to pay the Grant to the Charity in one (1) installment to be paid within a reasonable time following receipt of a signed Grant Letter.

Section 4. Purpose of Grant. The Charity agrees to use the Grant solely for the Charity’s project entitled “T.O.T.A.L.: Totally Outstanding Teen Advocates for the Library” (formerly known as “Neighborhood Builders – Youth Engagement Program”) as described in the Charity’s grant proposal to the Foundation, attached hereto as Exhibit A.

Section 5. Prohibited Activities. The Charity agrees that no portion of the Grant shall be used for activities that are prohibited to organizations exempt from federal income tax, including, without limitation, attempting to influence legislation, lobbying, or the participation or intervention in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 6. Confirmation of Good Standing with State Government. The Charity confirms that it is in good standing with appropriate governmental agencies located within the state of the Charity’s organization and any state in which the Charity is, or intends to, conduct its activities. If requested by the Foundation, the Charity shall provide written evidence of its good standing. The Charity agrees that is shall immediately notify the Foundation of any change in the Charity’s good standing, including the initiation of any proceeding, investigation, audit or inquiry, of which the Charity is a party.

Section 7. No Detrimental Reliance: Failure to Comply. The Charity agrees that the Grant does not constitute an enforceable gift for which the Charity has paid consideration or upon which the Charity shall rely to its detriment. Further, the Charity agrees that the Foundation has no legal obligation to pay the Grant to the Charity, and that the Foundation may, for any reason, suspend or cease payments of the Grant to the Charity, as may be determined by the Foundation.

Section 8. Enforceability of Terms of Gift. If the Foundation actually pays a portion or all of the Grant to the Charity, the Foundation reserves the right to enforce the terms and conditions of the Grant as provided in this instrument, including requiring the Charity to use the Grant solely for the purposes described in Section 4. The Charity agrees that the Foundation's right to enforce the terms and conditions of the Grant includes the right to demand the refund of any portion of the Grant actually paid to the Charity by the Foundation, upon which demand, the Charity shall have ten (10) business days to comply.


Section 9. No Joint Venture. The parties agree that the Foundation and the Charity are not partners or joint venturers with respect to each other, and the nothing contained herein shall be construed to make the Foundation and the Charity partners or joint venturers or to impose upon either party any liabilities as such.

Section 10. Indirect Cost. No indirect cost allowable. All funds are to be program direct.

Acknowledged and agreed to this 28<sup>th</sup> day of June, 2021.

  
\_\_\_\_\_  
Nashville Public Library Foundation

6/28/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chair, Library Board of Trustees  
Nashville Public Library

6/28/21  
\_\_\_\_\_  
Date

**SIGNATURE PAGE  
FOR  
GRANT NO. T.O.T.A.L. (Totally Outstanding Teen Advocates for the Library)  
GRANT FY22**


IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

**METROPOLITAN GOVERNMENT OF  
NASHVILLE AND DAVIDSON COUNTY**

  
\_\_\_\_\_  
Department Director

Date 7/6/21

**APPROVED AS TO AVAILABILITY  
OF FUNDS:**

DocuSigned by:  
  
\_\_\_\_\_  
Kevin Crumbo, Director  
Department of Finance

7/19/2021  
Date

**APPROVED AS TO RISK AND INSURANCE:**

DocuSigned by:  
  
\_\_\_\_\_  
Director of Risk Management Services

7/20/2021  
Date

**APPROVED AS TO FORM AND  
LEGALITY:**

DocuSigned by:  
  
\_\_\_\_\_  
Metropolitan Attorney

7/20/2021  
Date

**FILED:**

\_\_\_\_\_  
Metropolitan Clerk

\_\_\_\_\_  
Date

## **Exhibit A**

### **T.O.T.A.L. (Totally Outstanding Teen Advocates for the Library) NASHVILLE PUBLIC LIBRARY**

#### **Program Summary**

T.O.T.A.L. (Totally Outstanding Teen Advocates for the Library—self-named by the team!) is a group of high school students who are employed by the library to advocate for the library among their peers and the community at large, to plan and implement programs for teens, and to represent the library at community events, meetings, and institutions. Funded through the Nashville Public Library Foundation (initially by a Bank of America Neighborhood Builders Award) the program is in its fourteenth year of service. The T.O.T.A.L. team members work 12-15 hours each week after school or on weekends under the direction of a staff Program Coordinator. They have their own program office at the main library, with computer and office supplies, and are both thought of and treated as a full unit of the library.

#### **Goals and Rationale**

Working on the premise that no one communicates with teens better than other teens, the T.O.T.A.L. program's primary goal is to attract this hard-to-reach audience to the library by planning programs that appeal to and have meaning for them. A second goal is to have at the ready a well-spoken group of advocates to represent the library at the many community events and activities that full-time staff cannot attend because of schedule constraints. A third goal is to truly empower members of the team to effect change in our community by engaging them in meaningful and important work in an environment that values their vitality, their skills, and their ability to plan and carry out their work.

#### **Program Description**

T.O.T.A.L. team members undergo extensive training to sharpen their skills, bolster their confidence, and to give them a solid sense of the big picture. Through numerous community agencies and resources, they attend seminars, discussions, and receive personal training in: leadership skills, teambuilding, project planning, time management, diversity sensitivity, conflict resolution, and public speaking, not to mention library skills and services. While being trained, the teens already are busy planning and carrying out public programs and services on behalf of the library. And while they receive the same library support services (PR, procurement, administrative guidance, etc.) as other library departments, they fully conceive, plan, and carry out their own agenda. They contact their own speakers, write their own letters, host the programs themselves (at the main library and at branches throughout the system), discuss results, and plan for improvement. They are currently planning for a full evening of activities to celebrate African American History Month that includes poetry reading, dance, and an open trivia competition for teens. Their very successful program repertoire now includes game nights, library scavenger hunts, online safety classes for teens and parents, poetry readings, and seminars on bullying. Since fall, 2005, T.O.T.A.L. has presented nearly 60 public library programs for teens in 15 of the system's 20 branches.

T.O.T.A.L.'s advocacy efforts on our behalf have reached much farther than we ever predicted. The teens are now called upon by staff members all over the library system to lend their assistance at major events, from library card registration at the Mayor's First Day of School Celebration to speaking on our behalf to high school audiences to participating as youth leaders at the Mayor's Youth Summit. The adults who have called on them for help know them to be responsive, responsible, and lively. The teens who attend programs respect and respond to them. The interplay among generations is healthy and refreshing; adults are learning to view teens with new respect—and the teens are learning the value of mature perspectives. This healthy relationship was never more evident than in the recent formation of a library task force to help us deal with an outbreak of gang violence at one of our branches. Adult task force members made a special request for a T.O.T.A.L. team member to join them—to be a problem solver at the table in making real life decisions.

Perhaps the most wonderful byproduct of this program, though, is the difference the program makes in the lives of the T.O.T.A.L. team members themselves. Over the course of the year, these young adults gain skills and confidence at an exponential rate. They have learned that they can go as far as their expectations can take them—and they begin to live out their own expectations. They are confident among adults. They are not afraid of public speaking. They have learned the practicality and economy of planning. And they are rightfully proud of their accomplishments.

### **Participation**

The T.O.T.A.L. team comprises five high school students under the direction of a library staff Program Coordinator. Participation at T.O.T.A.L. programs is now up to a phenomenal 350 young adults per quarter. The number of teens, adults, and young children that the team has touched in outreach programs in the community is not logistically measurable but must be counted in the thousands.

### **Community Partners**

We must count as community partners the many agencies that invite participation by the team at constituent events—the YWCA Domestic Abuse Center, Project Ask, Nashville PULSE (youth volunteer corps), the Metro Health Department, the Mayor's Office of Children and Youth, the Mayor's Youth Alliance, Boy Scouts of America, and many area churches and schools. We also count as community partners the many agencies that have generously given training to the team—the YWCA, S.T.A.R.S. (Students Taking a Right Stand), the Nashville Area Convention and Visitors Bureau, the 4-H Club, the Nashville Career Advancement Center, Toastmasters International, and the many individuals who share their professional skills with the teens.

### **Evaluation**

The T.O.T.A.L. team evaluates each program and activity upon completion in terms of attendance and effectiveness and makes adjustments as necessary to future programs. The 350 quarterly attendance statistic goes a long way in assuring all that the program is reaching our elusive teen audience. And although we cannot conclusively link the T.O.T.A.L. program to the 61% increase in Young Adult library card registration or the 21% increase in circulation of YA materials since the program began—we know these kids are doing something very, very right!