



Tre Hargett
Secretary of State

2026 TOP Grant

Tennessee State Library and Archives
Department of State
State of Tennessee
1001 Rep. John Lewis Way North
Nashville, TN 37219
615-741-7996

The Tennessee State Library and Archives is pleased to provide a grant opportunity to public libraries across Tennessee. This grant is supported by the Tennessee Department of Economic and Community Development.

The Training Opportunities for the Public (TOP) Grant is available for public libraries to be able to provide services for their communities. Grant funds are available for the following:

- Training
- Hotspots
- Solar Charging Tables
- Internal Connections

Grant awards are in the amount of up to \$20,000.00. Grant contracts will start on July 1, 2025, and end on June 30, 2026, which will allow the use of grant funds for purchases from July 1st forward, even though a fully signed contract will not be in place until later if the financial processes allow for that. Please be aware however, no grant payments will be processed until the contract is in place.

Match requirements are according to population served and those populations will be taken from the OSAP from 2024/2025 as that is the last OSAP that has been approved and signed:

Up to 9,999	5% local match
10,000 to 49,000	10% local match
49,001 and up	20% local match

Please note: All libraries participating in this grant must provide digital literacy training to the public. Applicants that do not request funds for training will be required to document at least 4 public digital literacy classes held during the grant period.

Applications can be sent via e-mail, fax, or mail. We do not require original signatures to be submitted. Applications can be sent to:

Jennifer Cowan-Henderson
Director of Planning and Development
Tennessee State Library and Archives
1001 Rep. John Lewis Way North
Nashville, TN 37219
ph: 615-741-1923
fax: 615-532-9904
jennifer.cowan-henderson@tn.gov

Deadline for applications is **March 31, 2025**

2026 TOP Grant

Legal Library Name (or applicant name if a Friends group or city/county)	Kingsport Public Library		
Grantee Mailing Address	400 Broad Street		
City	Kingsport	State	Zip Code
		TN	37660
Grantee Physical Address <i>If different than mailing address</i>			
City		State	Zip Code
Phone Number	423-229-9388		
City/County to be Served	City of Kingsport		
Name of Region, Independent or Metro	Holston River		
Grant Contact Person <i>will be the person listed in the contract</i>	Mary Thomas		
Grant Contact Person Title	Library Manager		
Grant Contact Person e-mail address	marythomas@kingsporttn.gov		
Title VI Contact Name	Tyra Copas		
Title VI Contact Information	Phone	Email	
	423-229-2448	tyracopas@kingsporttn.gov	
State House District to be Served	(District Number only) 1, 2, 6		
State Senate District to be Served	(District Number only) 2, 4		

Please note: There is a match requirement for all sections of this grant, excluding training funds which is based on library level. Please mark your library's Service Area Population. Service Area Population is determined by the 2025 Official Service Area Population (OSAP) for each library.

Check one below	Official Service Area Population (OSAP) 2024	Local Match
	Up to 9,999	5%
	10,000 to 49,000	10%
✓	49,001 and up	20%



2026 TOP Grant Certifications

For this grant proposal to be considered for funding, the library must meet requirements for items in the certification table below. Only those libraries that are not in the regional system should use N/A where applicable.

I certify that the applicant or public library being applied for is compliant with the following:

	Yes	No	N/A
Maintenance of Effort (MoE) 2023/2024	✓		
Library Service Agreement 2023/2024	✓		
Title VI, Civil Rights Act of 1964 compliance	✓		

Type of Library (please check one – if filling out in Word, double click on the box for options)

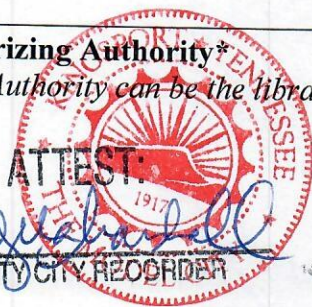
- Department of the County or City
- Joint Venture (a formal agreement between a city and county; between cities; between cities and counties, or between counties where funding for the library is split between the agreeing entities, and the facility and materials are equally owned by the funding bodies; the library is considered neither a city nor a county department, but is a separate entity and is audited independently)
- A documented 501-C-3 (the library has filed with the IRS as a 501-C-3 non-profit organization; having a tax-exempt number or using one from a city or county does not qualify the library as a 501-C-3, just as tax exempt)
- Other, please specify _____

Paul W. Montgomery
Signature of Authorizing Authority

03/26/27
Date

Paul W. Montgomery
Printed Name of Authorizing Authority

Mayor
Title of Authorizing Authority*
Authorizing Authority can be the library director, board chair, or anyone with fiscal authority



APPROVED AS TO FORM:
[Signature]
CITY ATTORNEY



2026 TOP Grant Financial Certification

Library Name: Kingsport Public Library

Federal Employer Identification Number (FEIN)	626000323
---	-----------

Also referred to as a tax-exempt number

Business Name or Name of the Holder of the FEIN City of Kingsport

In order to direct deposit your reimbursement, please provide the last 4 digits of the account you will be using for this grant 1379

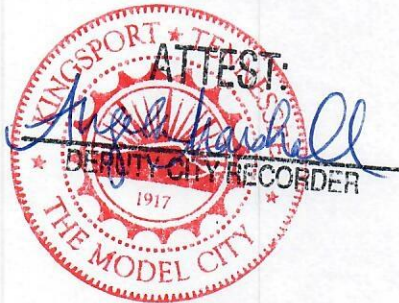
Note: if using a new account for direct deposit, please contact the grant manager for the documentation and instructions to add this account to your file.

Paul W. Montgomery 03/26/25
Signature of Authorizing Authority Date

Paul W. Montgomery
Printed Name of Authorizing Authority

Mayor
Title of Authorizing Authority

Note: If you *cannot* receive your reimbursement as a direct deposit, please note that on this form and include the address where a check would need to be sent in the space below.



APPROVED AS TO FORM:
[Signature]
CITY ATTORNEY



2026 TOP Grant

Training Funds

Training funds are available without a match with this grant. All libraries participating in this grant must provide digital literacy training to the public. Applicants that do not request funds for training but for other categories will still be required to document at least 4 public digital literacy classes held during the grant period.

There are no required training topics. Topics are up to the library staff and should be based on community needs and interests. All topics are subject to approval for grant funds.

Both group training and one-on-one training are eligible. A general appointment schedule will need to be in place and a log of participants will need to be kept for one-on-one sessions.

Virtual training is also eligible, either by live broadcast or recorded and loaded online for general access.

Trainer cost per hour of instruction is to be determined by the library staff and is subject to approval. Most class trainers can be paid a maximum of \$50.00 per hour. \$100.00 per hour is available only for specialized classes in topics such as photo or video editing. As with prior grants, we expect trainers to be non-staff. However, we have a waiver available if you have library staff that would be suitable trainers. Waivers will be evaluated on a case-by-case basis.

Please note that we will not reimburse for any classes or one-on-one training that has no participants. In that case, we expect the training to be rescheduled.

This grant does not pay for trainer preparation time separately.

Pre- and Post-testing is not required for this grant.

Attendee evaluations are expected but are voluntary. The survey for attendees will be available at <https://www.surveymonkey.com/r/2YD9LJF> on July 1, 2025.

We also have a survey for trainers, which is available at <https://www.surveymonkey.com/r/WCPW7HH> and will be open on July 1, 2025.

We do require that trainers submit evaluation reports for each class training provided. For one-on-one trainings, a description of the training topic should be provided on the Training Summary form and submitted with the corresponding invoice.



2026 TOP Grant

Training Funds

Library Name:

(Please submit one copy of this page per library building if applying for funds as a library system. If this page is for a branch, please include the name of that branch.)

Please list your training information below. If you need additional space, please duplicate this page or add in additional rows.

Topic/ Description	Date	Trainer Name	Trainer Affiliation	Cost per Hour	Number of Hours*	Total Class Cost
Not Applying						
Total Request for Training Funds						

**Trainers should not be existing library staff. However, if you have a staff person that holds a position where a minimum of 20% of their job is technology instruction, you may apply for a waiver so that staff person can be paid through the grant for the training indicated above. Waivers will be reviewed on a case-by-case basis.*

**Number of hours should reflect the number of training hours provided.*

2026 TOP Grant

Instructor Waiver

Library Name NA

Staff Instructor Name _____

Instructor Job Title _____

What percent of staff work time does this person spend on technology instruction? _____

Why should this staff person be considered for a waiver?

NA

What classes would this staff person conduct as part of this grant?

NA

Signature of Authorizing Authority **Date**

Printed Name of Authorizing Authority

Title of Authorizing Authority*



2026 TOP Grant

Hotspot Funding

Library (or System) Name: Kingsport Public Library

Funding is available for libraries to purchase new or pay for existing mobile WiFi hotspots. The intent is for home use for patrons. There are a variety of vendors to choose from, and it is advised to check your area for coverage for each of the vendors that you are considering. Your region's technology staff can provide information about vendors. You may also request cases for easier circulation.
 *<https://www.pelican.com/us/en/product/cases/micro/1010> (a potential hotspot case) – your hotspot provider may also have cases available.

Please note: the library must not charge patrons for the use of this service. It is advised that the library consider a usage policy, including any late fees, age restrictions, circulations periods, holds, and renewals, and replacement costs.

Please also note: some vendors throttle their bandwidth. Libraries are advised to discuss this issue with your potential vendor with the goal of obtaining a non-throttled service. While determining your vendor, please keep in mind that this grant contract begins on July 1, 2025, and ends on June 30, 2026, and you will be responsible for any charges accrued after this date.

There is a limit of 10 hotspots per building. If applying as a system, please include the name of the branch in the library column. You may choose multiple vendors, if your area has vendors that cover different parts of your service area. Feel free to increase the number of rows or use a duplicate page if more space is needed.

<i>T-Mobile (Example)</i>								
Vendor	Library	Cost per Device	# Hotspot Devices	Total Device Cost	Service Cost per month per hotspot	# Months of Service	Total Service cost for all hotspots	Total Cost (total device cost + total service cost)
Example		30.00	2	60.00	50.00	12	1200.00 (\$600 x number of devices)	1260.00 (Device Cost + Total Service Cost)



2026 TOP Grant

Hotspot Funding, continued

Library (or System) Name: Kingsport Public Library

Vendor	Verizon						
Library	Cost per Device	# Hotspot Devices	Total Device Cost	Service Cost per month per hotspot	# Months of Service	Total Service cost for all hotspots	Total Cost (total device cost + total service cost)
KPL	\$350.00	6	\$2100.00	\$40.00	12*	\$2880.00	\$4980.00
Total for all Hotspots Requested							\$4,980.00

* contract is for 24 months – service costs reflect 12 months

Hotspot Case	Cost per Case	Number of Cases	Total Cost
	\$20.00	6	\$120.00
Total for all Cases Requested			\$120.00

Total cost of all hotspots	\$4,980.00
Total cost of all cases	\$120.00
Overall hotspot total	\$5100.00



2026 TOP Grant

Solar Charging Stations

Library Name Not Applicable

Funding is available for the purchase of solar charging stations for public use outside the library building. There are a variety of vendors available, so it is recommended that the applicant research which vendor will provide what is needed in their location. Fitting an existing table with solar panels would also be eligible.

Here are examples of vendors, which is not intended to be provided as a recommendation but as examples of what is available.

Sunbolt Sprint standing station <https://gosunbolt.com/stand-ups/>
 Archasol stations <https://www.archasol.com/product/scandik-solar-workstation/>

Please be aware that a single item cannot cost \$5,000.00 or more.

Please Note: While you can purchase the solar canopy on its own to be used with an existing table, you cannot purchase a table and canopy separately.

Vendor	Item Description	Cost per Item	Number of Items	Total
Not applying				
Total				



2026 TOP Grant

Internal Connections

Library Name Not Applicable

Funding is available for the purchase of internal connections. The intent is to provide funding for projects that are ready or close to installation. This can be for small projects to provide cabling and technology that can handle higher bandwidths, increasing the number of internet-capable workstations, or larger projects that are part of a construction project.

Eligible items

- Internet cabling
- Ports, conduit, end panels
- Network equipment racks
- Routers
- Hubs
- Switches
- Firewalls
- Access points, including wireless Access Points
- Uninterruptible Power Supply (UPS), but only for the use on your networking hardware
- Installation and/or software needed for any above

Please note that electrical cabling and installation are not eligible, nor is end-user equipment such as computers or scanners. Also ineligible is the installation and monthly cost of internet service.

Please also note that any single item cannot cost \$5,000.00 or more. As installation is a service and not a single item, the cost can exceed \$5,000.00 for that element of the project.

If there are multiple projects within a single system, please note the facility/facilities where the projects will be completed in your description. While you are welcome to provide multiple narratives/project budgets for each project in your system, it is not required, as long as the project itself is clear.

Projects will be reviewed based on the information provided and funds available. Please provide sufficient information for review, and any additional information such as a sales quote regarding the project is appreciated.



2026 TOP Grant

Internal Connections, continued

Narrative

Description of project, including reason for requesting funding	NA
What was your bandwidth before this project? <i>(Download/Upload Speed)</i>	
What is your anticipated bandwidth after your project is complete? <i>(Download/Upload Speed)</i>	
Projected date of installation	
How will this benefit your community?	



2026 TOP Grant

Internal Connections, continued

Library Name Not applicable

Price List

Please provide a complete list of items, installation and pricing for what is requested. This can be either a quote from a vendor(s), or an itemized list as provided below.

Please note that if requesting cabling, please specify the type (Cat6 or other), and the cost per item should be the cost per linear foot or spool. In that case, the number of items would be the number of linear feet or the number of spools.

Note: if the request is a multi-year subscription, it will prorated to the grant start/end dates.

Vendor	Item Description	Cost per Item	Number of Items	Total
NA				
Total				



2026 TOP Grant

Summary Page

Library Name Kingsport Public Library

Total request for Training	\$0.00
Total request for Hotspots	\$5100.00
Total request for Solar Charging Stations	\$0.00
Total request for Internal Connections	\$0.00

Total Request for Hotspots, Solar Charging Stations, and Internal Connections only	\$5100.00 <i>Total for Hotspots, Solar Charging Stations and Internal Connections</i>
Percentage Match (5% - 20%) Up to 9,999 5% local match 10,000 to 49,000 10% local match 49,001 to 100,000 20% local match 100,001 to 200,000 20% local match 200,001 and up 20% local match	\$1020.00 <i>Total above multiplied by percentage</i>
Total Project Budget for Grant Application	\$4080.00 <i>Total for all categories minus match</i>

Regarding totals:

- Training does not require a percentage match
- To determine your total project budget, deduct your percentage match from all categories except Training, then add in the training request for your total.

An example summary page is provided on page 14.



2026 TOP Grant

For example, if you had a population of 25,000, here is what your summary may look like:

Total request for Training	\$1,000.00
Total request for Hotspots	\$5,000.00
Total request for Solar Charging Stations	\$3,000.00
Total request for Internal Connections	\$1,000.00

Total Request for Hotspots, Solar Charging Stations, and Internal Connections only	This is the total from the hotspots, solar charging stations, and internal connections. Training is not included as it does not require a local match	\$9,000.00 <i>Total for Hotspots, Solar Charging Stations and Internal Connections</i>
Percentage Match (5% - 20%) Up to 9,999 5% local match 10,000 to 49,000 10% local match 49,001 to 100,000 20% local match 100,001 to 200,000 20% local match 200,001 and up 20% local match	Since the sample library has a population of 25,000, the match is 10%, which is then multiplied by the total above, and subtracted from the total above.	10% \$9,000.00 x .10 = \$900.00 (Calculation #1)
		\$9,000.00 - \$900.00 = \$8,100.00 (Calculation #2)
		\$8,100.00 <i>Total above multiplied by percentage</i>
Total Project Budget for Grant Application	The total from the percentage match is then added to the total for training.	\$9,100.00 <i>Total for all categories minus match</i>



2026 TOP Grant

Applications will be accepted via fax, mail, or e-mail, as we do not need original signatures. If you send an email, please send your application as a pdf.

Applications can be sent to:

Postal mail: Jennifer Cowan-Henderson
Director of Planning and Development
Tennessee State Library and Archives
1001 Rep. John Lewis Way North
Nashville, TN 37219

Fax: 615-532-9904

e-mail: Jennifer.Cowan-Henderson@tn.gov

Deadline for submitting applications: **March 31, 2025**

