



## State Library Services

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<p style="text-align: center;"><b>COMPETITIVE APPLICATION DIRECTIONS LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT FEDERAL FISCAL YEAR 2012</b></p>
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The federal act of 1996 (P.L.104-208), reauthorized in 2003 (P.L. 108-81) established the terms and conditions of the Library Services and Technology Act (LSTA) for Fiscal Years 2003-2009. The Act was again reauthorized in 2010 and signed by President Obama in December 2010. The Institute of Museum and Library Services (IMLS) administers this program on the federal level. State library agencies gained approval of their five-year plans for the 2003 reauthorization of the act and use the annual allocations to carry forward these plans. States must report to IMLS each year on the projects and expenditures and complete a final five-year review of their experience with LSTA. A new planning process for the 2010 reauthorization is in the planning stages.

### **In Minnesota:**

The state library administrative agency, State Library Services, administers this program according to *The State of Minnesota Revised Five Year State Plan for the Use of Library Services and Technology Act (LSTA) Funds- Fiscal Years 2008 - 2012*. The State Library determines priorities for each year's grant awards under the plan. The State Library pursues a combination of state level and competitive grant projects. Of \$2.9 - 3 million received each year, no more than 4% is used for administration of the program at the state level in accordance with federal law.

### **Competitive Applications:**

Grant workshops are conducted at the beginning of the application process. Project applicants may seek advice from the LSTA Coordinator/Administrator at the state library administrative agency on application guidelines. It is recommended that applicants seek writing assistance from within their community if needed. An LSTA citizen grant review panel assesses applications and makes recommendations for funding to the State Librarian/Director of State Library Services Division, Minnesota Department of Education.

### **Directions:**

**Read directions carefully. Application must be in complete compliance with directions and meet all deadlines in order to be considered by the review panel.**

## **A. Administrative Information:**

### **1. Applicant institution name and address:**

- a. Eligible applicants- All legally established Minnesota libraries and consortia and school media centers that meet the federal requirements.
- b. Include **DUNS #** (Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business. **Required by federal Government**)
- c. **Minnesota Tax I.D. # and Federal Employer I.D. #.**

### **2. Name, title, telephone number and e-mail address of director, project administrator and grant partners:** The project administrator is the person directly responsible for supervising or carrying out the project. This may be someone other than the administrator or director of the applicant organization. When the project administrator differs from the director of the applicant organization, please list both. Please list grant partners

- a. **Library Director/Library Administrator - required**
- b. **Grant Administrator/Coordinator – librarian responsible for project - required**
- c. **Grant Partner(s) – non-library entity partnership with financial and/or program gain**

### **3a. Project Title:** A brief, distinctive name that concisely and descriptively names the project to distinguish it from generic activity areas. Please limit title to six words or less. For example: “Teens@Your Library,” “Read Aloud: Dog Days @ your library,” “Wireless Branches.”

### **3b. Federal Funds Requested:** The actual amount of money rounded to whole dollars needed for the project.

### **4. End Users:** Identify, describe and provide an estimate of the real number of individuals in the specific target population group(s) to be served. An identified, targeted population is best stated as some specific portion of the service area. Your grant is not expected to reach the total service population of your area. How many end users will actually benefit from this service? Be specific.

### **5. Geographic Area:** Identify the targeted geographic location to be served to include cities and/or counties unless statewide. LSTA is based on two overarching federal purposes—integrating technology into library operations and improving and extending library services. To fulfill these purposes, applicants typically base projects on their local service areas. Some projects may have a larger but secondary audience reach.

### **6. Federal Congressional District(s)** within area to be served by project: List Congressional District #.

### **7. The Goal number \_\_\_\_ The Program number: \_\_\_\_** Each project needs to fit under a specific goal and program activity of the *Plan* within the current year’s priority areas. The *Plan* narrative is the principal source for determining appropriateness. Check off the appropriate Program number under the proper Goal category. For more in-depth information refer to the *State of Minnesota LSTA Five-Year Plan, 2008-2012*.

### **8. Relevance to LSTA Goal & Program:** How does your project achieve the goal and program, as outlined in *Minnesota’s Plan for use of LSTA*? Relate the project as closely as possible to the corresponding program. Cite local and regional planning documents. Limit answer to actual space provided on form.

9. **Project Purpose:** In a brief paragraph describe the purpose of your project. Include what you plan to do, who is the audience you are trying to reach and what is the service or program you plan to implement.

**(Example Purpose Statement)** - Delivery Service: West Minnesota Regional Library has a population base of 132,200. West Minnesota Regional Library seeks an LSTA grant to enhance and expand delivery services to libraries within its region. The project will improve delivery services and enable 1,322 end users to have faster access to materials they need. Not every resident in West Minnesota Regional Library will be affected by delivery service or receive any direct benefit. Through output/outcome measures region found approximately 10% of the residents will receive direct benefit from the delivery service.)

Additional information should describe project planning, implementation, and goals and state why your project should be considered for funding. Include area agencies/service providers who provide services for designated underserved population in your area who are involved in the planning process for your project. Answer the questions: what do we do, for whom and for what expected outcome or benefit. Remember the newspaper reporter questions. Who? What? When? Where? Why? and How? Project Purpose documents the established need for the project, the planning and implementation process and project goals and objectives. Limit answer to no more than two pages.

10. **Evaluation:** What are the intended end user results and outcomes of this project, and how will the project be evaluated in order to determine that these have been achieved? Design your project goals, measurable objectives and outcomes to meet the described need or identified problem. Include timeline for evaluation. The measurable project objectives and outcomes serve as criteria for the project implementation and evaluation. Who will do the evaluation? How will you implement the project evaluation? How will you collect end user outcome data and benefits? What are the end user benefits you will document? How will the project be evaluated in order to determine that the intended results were achieved? Describe plan for measuring project results (end user benefits). **Federal Priority**

11. **Project Methods/Activities:** Describe how the project will be carried out. Include timeline, implementation description and who is responsible for each step of the process. Who is involved in the implementation? What will happen? How will it happen? Include all partners. Include Work Plan with detailed timeline, tasks and person(s) responsible for tasks. Non-library partners will need to submit a letter of intent (support) to participate in the program to include their role in the project and match funding.

**Measurements: Please choose one or a multiple of the following three.** The federal Institute of Museum and Library Services requests Project Outcomes be addressed but the project may also have outputs or other results.

12. **Project Outputs:** Measures of services or products provided. For example: number of participants who completed a workshop or number of interlibrary loan transactions.
13. **Project Outcomes:** Measured change in the target audience's skills, knowledge, behavior, attitude, and status or life condition brought about in part by experiencing the project. Give clear detailed examples of project outcomes. Please include a description of the ways outcome information will be gathered, such as through a survey, pre- and post- tests given in training, or other systematic measures of intent. Outcomes fit staff and user education/training, summer reading programs, Literacy, technology training, Community Reads programs and programs directing life change to end user.

**14. Other Results:** Report results not documented in Project Outputs or Project Outcomes.

**15. Budget: (a. Narrative, b. Summary)** State Library Services expects that the grantee or fiscal agent will make all expenditures of grant funds regardless of how many individual libraries or partners are part of the project. Participants can be reimbursed for their costs or the work they do in participating but the grantee cannot re-grant (sub-grant) funds to other entities.

**Budget Categories:** Terms that may be part of your library project. Clarification of terms to follow in the Budget Narrative and Budget Summary subcategories.

- **Personnel**
- **Telecommunications**
- **Telecommunications Equipment**
- **Automation Hardware**
- **Automation Software**
- **Staff Development**
- **Supplies**
- **Library Materials**
- **Online Resources**
- **Library Equipment and Furniture**
- **Contractual**
- **Other**

*If your project will result in a product of value (handbook, catalog, video, etc.) beyond your service area, the product and/or access should be made available to the library community. At least 3 copies must be provided to the State*

*Library Administrative Agency. If applicable, include funds in the budget for this purpose.*

**a. Budget Narrative: (The Budget Plan)**

Outline the project budget in narrative form under the following categories. If both LSTA and local funds will be used, please specify by source within each category. Also identify in-kind assistance. Explain how the various budget items are applicable to the proposed budget. In the case of equipment, furniture, automation hardware and telecommunications hardware, State Library Services must request the approval of the Institute of Museum and Library Services for expenditures over \$5,000 per grant. This is your budget plan, which will assist you in filling out the budget summary. Use the same categories and definitions when filling out **b. Budget Summary**.

**Budget Categories:** Terms that may be part of your project in clarifying your budget plan. The Budget Narrative will assist you in finalizing your project costs to be listed in the Budget Summary.

**A. Personnel:**

- **Staff:** All existing local staff costs are to be in-kind or matching funds for the project.
- **Administrative Staff:** All local administrative costs are to be in-kind or matching funds for the project.

**B. Telecommunications:** Telecommunication installation(s) costs and line connect charges incurred for increased bandwidth not covered by other grant or funding programs. Payments for telecommunications' installations and line charges not covered by other grant and state and local funds.

**C. Telecommunications Equipment:** Purchase cost of Routers, CSU/DSU or other telecommunications equipment that enhance or support current telecommunications network and are not covered by other state and local funds.

- D. Automation Hardware:** Costs for central catalog system hardware. Include specifications and pricing.
- E. Automation Software:** Costs for central catalog system software and support software. Include specifications and pricing.
- F. Staff Development:** Cost of conducting continuing education or training programs for staff related to project outcomes and needs. Snacks should be in-kind or matching funds.
- G. Supplies:** Stationary, postage, office supplies necessary to the project in-kind match unless related expense for the project is pre-approved by State Library Services.
- H. Library Materials:** Itemize cost for print, serial, electronic resources (eBooks, eJournals, etc.), and audio-visual materials in the Budget Narrative. Indicate formats, approximate number, average cost, space needed and purpose. List total cost for each library materials category in the Budget Summary.
- I. Online Resources:** Licensing costs of electronic resources for access by a library's users. Indicate vendor, database(s) name, and cost to include remote access fees if applicable in the Budget Narrative. List total cost for online resources in **5b. Budget Summary** page.
- J. Equipment:** Purchase costs of equipment needed for the project. Include specifications and pricing per piece and total for multiple purchases of individual items. Include equipment defined as workstations, online terminals, or other computer uses not included in Automation or Telecommunications hardware. List total cost of equipment in **5b. Budget Summary**.
- K. Furniture:** Purchase cost of furniture needed to house equipment or make it available to users. Include specifications and pricing per piece and total for multiple purchases of individual items.
- L. Contractual:** Include specific tasks/services and costs of individuals to be hired on a contractual basis to include staff position necessary to the project implementation. Staff position must be contractual and a daily log kept stating duties to be charged against the grant through itemized timesheets.
- M. Other:** Include specific items and costs not categorized above.

**b. Budget Summary:** Provide projected expenditures for the project from all sources based on the plan established in **a. Budget Narrative:** The budget narrative page is a planning document to assist you in creating a concise budget summary. The same categories are listed in both budget sections. Use the categories listed and include other state and local sources budgeted specifically for this project. Make sure the total budget allocation being requested matches on the title page, narrative budget page and budget summary

**16. Project Continuation:** Will project continue or was this a one-time enhancement? If the project continues how will it move forward and how will it be funded?

**17. Attachments:** Include a separate letter of support for all project partners. The letter must include a description of the responsibilities of the partner and their financial commitment, if required. Include a copy of contract template(s) to be used for specific operations or contracting services, and grant position descriptions for contract staff if applicable.

**18. Assurances:** Assurances are printed on the application form. Please read carefully before signing grant application. All assurances must be followed to the letter. Please include ALL required signatures. At least two are needed for most library agencies. Three for public school library media center applications. **A certified librarian must be the primary signatory.** Call James Wroblewski 651-582-8805 with questions required about signatures.