



**INSTRUCTIONS FOR COMPLETING
THE LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
2015 COMPETITIVE APPLICATION FORM**

Applications are due Wednesday, November 12, 2014

A. General Instructions

1. What kinds of projects qualify for grants?

Grants are awarded on a competitive basis from the funds available. LSTA may not supplant local responsibility or replace lost funding. The broad goal of LSTA is to provide local assistance to eligible libraries in the areas of technology innovation, resource-sharing, and targeted services to people who are underserved, disadvantaged, geographically isolated, illiterate, etc. The LSTA Plan for Nevada is approved by the U.S. Institute of Museum and Library Services and is the basis for funding projects. The four goals of the Nevada State LSTA Plan 2013-2017 are:

Goal I: Strengthen Nevada libraries' ability to effectively respond to community needs through assessment, planning and training.

Goal II: Encourage Nevada libraries to develop and use partnerships and collaboration to maximize user resources and services throughout the state.

Goal III: Nevada libraries will provide responsive learning environments for Nevada residents.

Goal IV: Build capacity of libraries to meet user identified access needs.

Nevada's LSTA State plan was developed by a statewide initiative and directly relates to the federal LSTA purposes of the reauthorized Museum and Library Services Act of 2011. Consult the LSTA Plan for more detail on identified activities and evaluation for the goals listed above. Consult the LSTA Five Year State Plan, 2013 - 2017, for more detail on each goal. The plan may be found at <http://nsla.nevadaculture.org>

2. Who may submit an application?

All types of libraries, including academic, public, school, governmental agency libraries and special libraries with public access may apply. To be eligible to apply for LSTA funds, each applicant library and participant library must certify to NSLA that it meets all of the following eligibility criteria:

- ✓ Is supported by public revenues (51% or more) or is a non-profit institution or agency;
- ✓ Makes the collection accessible to its primary clientele organized according to a nationally accepted classification system;
- ✓ Participates in resource sharing through the Information Nevada program;
- ✓ Serves its clientele free of charge;
- ✓ Has a fixed location with regular, published hours of operation;
- ✓ Has one or more paid library staff;
- ✓ Has an annual budget with funds reserved for library materials and services;
- ✓ Has a current, written long range or strategic plan that is available for review.

Applicants should refer to the LSTA Eligibility Criteria information sheet. These criteria were approved by the Nevada State Council on Libraries and Literacy in May 2008.

3. What happens to the application?

All applications received by the due date stand in competition for the available federal funds. Multiple application may be submitted - jurisdictions submitting multiple applications must assign a priority ranking to each grant application. *Applications received late will not be considered.* There are no favored categories of grant or applicant. Applications are evaluated by the State Council on Libraries and Literacy, Library Planning and Development Staff and the State Library and Archives Administrator. Applicants will receive an email for each application on its competitiveness - this will be sent after federal funding is secured. The submission of an application is not binding upon the applicant nor upon the Nevada State Library and Archives (NSLA). Submitted applications become public information.

4. What is considered in evaluating applications?

The following factors (not in priority order) are considered in evaluating each application:

- evidence of need, including the needs assessment process
- degree of pre-planning – connection to local planning documents
- client and/or community involvement in project development
- clarity
- quality of the plan, including its likelihood of success and continuation at the local level
- adequacy and realism of the budget
- potential benefit of the project and its contribution toward meeting local and statewide goals, objectives, and needs and meeting LSTA purposes.

Requests for equipment or other assets must be connected to a significant and/or specific program component in the application.

Refer to the LSTA Application Rating Form from the workshop for additional information.

Competitive grant applications are reviewed by NSLA staff and sent to members of the State Council on Libraries and Literacy. The grants are reviewed at the Winter meeting - a ranked list of the application is created from this review. The ranked list of mini-grant applications is reviewed and voted on as a slate by the State Council on Libraries and Literacy.

5. What is the project time period?

LSTA is granted to NSLA based on the federal fiscal year. Actual funding is often not available until early spring following the start of that federal fiscal year. Awards will be made on a one-year basis only and are subject to the availability of federal funds. The actual project will be expected to operate from July 1st through June 30th. Grants may be started prior to July 1st if the federal funding is available. All grants must be completed by June 30th of the following year. Fiscal and evaluation reports are due by September 30th following the end of the grant. Consult the annual grant calendar for specific dates. If a proposed project is judged by the applicant to require more than one year for successful operation, that should be indicated in the application's project summary.

6. What form should the application take?

The application must be typewritten on the LSTA application forms, **one side only**, or printed. Legibility is essential. **Use no smaller than 12 point (10 pitch) type and leave adequate margins.** The application should be prepared on a computer. It will be submitted electronically as an email attachment in Word format. A pdf may also be submitted; however a copy in Word must also be submitted. One printed copy with original signatures must also be submitted. The format of this application form must be maintained and all information sections must be included on the same page as, and with the dimensions shown, on the original application form. Submission of the final version by fax is **not** acceptable. The application may be no longer than **16** printed pages, single sheets. Staple the print application – no paper clips or other fasteners. Be concise, use simple and meaningful language, and avoid jargon. Applications that are not prepared according to instructions do not stand a good chance in the competition for funds.

7. Is a match required? Yes, a 10% match is required for every application. The match may be local cash, in-kind or a combination of both. Example: a project requesting LSTA funds of \$10,000 must have a minimum of \$1,000 match – the total project would be \$11,000 (\$ 10,000 LSTA + \$ 1,000 match + \$ 11,000. Note: Lost revenue may not be used as matching funds).

8. When and where is the application due?

Submit the electronic copy of the application (via email) and one hard copy application with original signatures. The electronic application must be received by 5:00 p.m. on the announced date. Postmark on the original copy is not acceptable for the electronic application. Regular or priority mail, or courier service, may be used for the printed application with original signatures. This must be postmarked on or before Wednesday, November 12, 2014.

Address:

Nevada State Library and Archives
Attn: LSTA Applications
100 N. Stewart Street
Carson City, NV 89701

Email = dbaker@admin.nv.gov

For assistance with the application, contact Library Planning and Development.

Diane Baker - (775) 684-3407 – dbaker@admin.nv.gov or Karen Starr – (775) 684-3324 – kstarr@admin.nv.gov.

9. LSTA Appeals Process.

Applicant Libraries whose LSTA grant applications are denied funding may appeal for reconsideration. Either the Project Director of the grant or the Library Director of the applicant library should submit the reasons for appealing a funding denial. The appeal should be written to the State Library and Archives Administrator and should include a request for a re-evaluation of the application and the reason for the appeal.

Letters should be mailed to:

Daphne DeLeon
Nevada State Library and Archives
100 N. Stewart Street
Carson City, NV 89701

The Administrator must receive the appeal letter within 30 days from the date that the applicant was notified that their grant was denied. The Administrator will request an ad hoc committee of the State Council on Libraries and Literacy for a recommendation on the appeal.

B. Application Line-by-line Instructions

A. GENERAL INFORMATION

Category. Check the type of grant applying: these categories are described in Attachment A.

DUNs Number. Enter the unique 9 digit number for your institution.

1. **Applicant Library Name.** Enter the full legal name of the applicant library, system or other agency. The applicant should be the fiscal agent for the project.
2. **Principal Contact Person for this Grant.** Give the name of the individual preparing this application or another person who may be contacted for information about it.
3. **Address – Street....** Enter the mailing address for the applicant library – street, route or post office box.
4. **Telephone Area/Number.** Provide the telephone number of the contact person listed in number 2.
5. **City, State, Zip+4.** Complete the remainder of the applicant mailing address. Use Zip + 4 - it can be found at USPS, zip code look up - <https://www.usps.com/welcome.htm>.
6. **E-Mail Address.** Enter the email address of the contact person listed in number 2.
7. **Library Director/Administrator.** Enter the name of the library director for the library or the district library coordinator for a school district or the appropriate senior administrative officer for the applicant.
8. **Telephone Area/Number.** Provide the telephone number of the administrator listed in number 7.
9. **Address.** Contact information for the Library Director/Administrator.
10. **Project title.** Enter the name of the project as you wish it to appear. The name should be descriptive of the proposed project. Be concise – avoid two part titles, acronyms, or ‘cute’ names.
11. **LSTA Amount.** Enter the total LSTA dollar amount requested for this project for the one grant year only. Use whole dollar figures. This is not likely to be the total cost of project activities, because local or other funds may be provided in addition to LSTA
12. **Total Project Cost.** Enter to total dollar amount in order to complete this project. This includes all local cash and in-kind costs listed on the budget page. NOTE: A 10 % match is required of all LSTA projects. Match may be local cash, in-kind or a mix of these. Lost revenue may not be used as matching funds.

13. **Type of Library.** Check the type of library applying: Public library, Academic library, Special library (includes State institutional libraries), Library Consortia or School library.

14. **Priority Ranking (for Competitive).** If a library or jurisdiction is submitting more than one application, each application **must** be ranked in priority order. If multiple applications from one library or jurisdiction are not ranked – it may be cause for disqualification of all applications for that library or jurisdiction. Rank the applications as 1 of 2; 2 of 3.

15. **Estimated number of people directly served by this project.** Estimate the number of persons that you anticipate may potentially use the project services and benefit from the project. Do not automatically use the total estimated population of the services area, but only the persons that you estimate may directly benefit from the project.

B. ABSTRACT

This is a summary of your entire project. Consider is a snapshot or overview. It describes the project and the results you will achieve in a concise way using simple, jargon-free statements that can be understood by all.

C. NEED/OPPORTUNITY

What is the problem, need or opportunity? What are the information and/or service needs of the community? Which of these can best be addressed by the library? Who is the project intended to reach? (target audience is more fully described in Section D). Besides this grant opportunity, what other resources have been considered?

The need shows the problem. Use documentation and statistics to justify the need and inadequacy of the present condition. Need statements should be supported by facts, studies, authoritative sources, published studies. State the needs in terms of the user or the community, not the library. Examine your project and service needs in comparison with current LSTA funding areas. Be sure to explain how this project fits into the mission of your library or library group. If libraries or organizations other than the applicant are participating, describe their involvement in the planning process.

This section should be clear and concise and state the condition the project is designed to impact. The need should be expressed in terms of the target population that is being addressed.

D. BENEFIT/CHANGES FOR THE TARGET AUDIENCE

Provide specific information about the target audience identified in Section C. Include information about the size of the population, characteristics, statistics and other demographic data on the group. The relationship of the outcomes or benefits to the target group must be clear. The focus is on the difference that can be made by this LSTA funded project.

Show the benefits of the project to the target group or user. Impacts and outcomes are customer based! They measure the changes in knowledge, skills, behavior, or condition of the customer as a result of the project. Outcomes will complement, not replace, other important information that includes data on outputs, customer demographics, and internal project operations.

How the benefit or change is measured is developed in Section G.

E. PLANNING DOCUMENTS

Identify the LSTA goal that is associated with the proposed project. Is this type of project identified in your library's strategic or long-range plan? Or current needs assessment document? Identify a goal or objective within the library's plan. You may also cite the library's other plans – technology, or collection development. New – include link to plan(s) cited.

F. IMPLEMENTATION

Describe all the activities that will be used to accomplish the project's objectives. All activities should be specifically linked to needs and budget items and the results of the project. Be sure to include all important activities in order to complete the project. A timeline of activities should be included. (A timeline grid is included – you may design your own timeline that covers the appropriate information) Identify the person(s) who will be responsible for the implementation steps. If the project has been clearly planned with measurable outcomes from the beginning, the plan of action will also be clear.

State why the participants are the most appropriate to carry out the project. Also, include verification that there are adequate local resources to complete the project. Include details for project continuation. Detail plans for developing community support for the project and making the transition from federal to local funding. Outline publicity methods and any fund raising activities.

G. EVALUATION PLAN

This section will indicate how the project activities can be measured against the needs and projected outcomes. Planning for evaluation must be developed at the same time as planning for the project. The application must state what elements of the project will be evaluated, define the criteria for success and methods for testing for outcomes. An evaluation plan evaluates the accomplishment of objectives, not whether the steps in the action plan were achieved.

Items to consider in this section are a 1) description of the statistics to be collected and analyzed and the method for collecting them, 2) listing measures that are quantifiable and appropriate for determining whether the project has been successful in achieving the desired outcome or impact, 3) including at least one measure that takes account of the number of participants in whatever program activities are planned.

- Projects that simply indicate that tasks were completed will receive a low score in this section.

H. BUDGET

Budget Summary

List the total project budget. Identify LSTA funds requested and other funds or in-kind contributions available for the proposed project. **Use whole dollar figures.**

NOTE: A 10 % match is required of all LSTA grant applications

Rows (entries in cells are optional, depending upon the project):

a. **Salaries & Benefits:** Enter the total of salaries and benefits for all project staff members to be on the regular project payroll as employees, full-time or part-time. Do not include in this line

outside consultants; persons who are not employees but who are paid under contract for the project; or short-term temporary labor, equipment service contractors, etc.

b. **Travel:** Indicate number and purpose of trips. Consider mileage, per-diem, or actual expenses for meals and lodging. In-state travel may be requested. Out of state travel is not permitted.

c. **Equipment over \$5K:** Enter individual items estimated to cost over \$5,000, e.g., a computer projection system. Equipment in this line must be inventoried and will be tracked by the state and federal governments. It must be used for project purposes for five years, or life of the equipment, whichever comes first unless otherwise stipulated. Equipment under \$5,000 should be listed in the next category (see d.). Shipping costs should be included here. Pre-purchase authorization is required by the GAO for this category.

d. **Equipment:** Equipment with a per unit cost of less than \$5,000. This equipment may be tracked by NSLA; however, pre-authorization of purchase after the grant is received is not required. Shipping costs should be included here.

e. **Contracted Services:** Include outside consultants, personnel who are not employees of the applicant or partner(s) but who are paid under contract for the project, and short-term temporary labor identified as such.

f. **Library Materials:** Enter the amount for library materials requested. "Library materials" are books, periodicals, CDs, DVDs, etc., for use primarily by the client group and, in most cases, to be added to the library's collections. Shipping costs should be included here. Other types of materials needed by the project are considered supplies. Computer software is shown in 'Other'.

g. **Other:** Enter the total for operating expenses, postage and telecommunications, computer software, contract and maintenance expense, printing and public relations, training and conference fees, and supplies.

h. **Total:** Enter the totals of rows for each column.

Columns: *Remember to include the 10% match.*

(1) **LSTA:** Enter the amount of LSTA funds requested.

(2) **Local/Other Cash:** Enter the total of actual dollars in support anticipated to be contributed to the project, including federal (other than LSTA), state or local grants or allocations, private grant funds, Friends or philanthropic support, or other funds. Include new library funds if they are budgeted specifically for this project. This **must be actual dollars** that will be spent on the grant – not in-kind support.

(3) **In-Kind Contributions:** In-kind costs may be included here. In-kind contributions, to the extent that they are devoted exclusively to the conduct of this project, may include staff time, library materials and equipment, building space and utilities, and other operating or overhead costs or applicant contributions. These funds are normally already in the library budget.

(4) **Total:** Enter the totals of rows and columns. Note that while this is the total amount needed to perform the work of the project, the amount of LSTA funds requested in this application is entered at the bottom of the first column.

NOTE:

- Reminder: LSTA will not cover any food or entertainment costs
- Fixed assets are not allowable.
- 10% match is required - lost revenue is not allowed as matching funds.
- Round all numbers to the nearest dollar
- Indirect costs or administrative costs are **not allowed** in this program
- See chart of allowable/unallowable costs (workshop handout).

SIGNATURES

The persons authorized to apply for federal funds on behalf of the applicant jurisdiction should sign and date the application. This may be the library director or another official, as determined locally.

I. BUDGET NARRATIVE

Provide a clear, detailed explanation of all expenditures. Detail how cost figures were derived. This narrative supplements the project narrative by putting all cost information in one place. It is not a substitute for completeness in the other sections. All costs listed on the budget sheet must be explained in this section. Clearly identify LSTA grant expenses and local matching expenses.

ADDITIONAL MATERIALS

Only include material that has a significant relationship to the project and will aid readers in understanding the project. Some examples of additional materials are:

- Pictures
- Letters of support/Letters of commitment
- Testimonials
- Job Descriptions
- Collection development plan for project (needed if funds are requested for materials)