



## Nevada State Library, Archives and Public Records

# INSTRUCTIONS FOR COMPLETING THE LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) 2016 COMPETITIVE APPLICATION FORM

*Applications are due Friday, November 13, 2015*

### 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.nv.gov/uploadedFiles/nslanvgov/content/Development/NV\\_2013-2017\\_LSTA\\_State\\_Plan-2015revision.pdf](http://nsla.nv.gov/uploadedFiles/nslanvgov/content/Development/NV_2013-2017_LSTA_State_Plan-2015revision.pdf)

#### 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 NSLAPR 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. Only one competitive grant application should be submitted. *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, Archives and Public Records (NSLAPR). 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 NSLAPR 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 NSLAPR 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 1<sup>st</sup> through June 30<sup>th</sup>. Grants may be started prior to July 1<sup>st</sup> if the federal funding is available. All grants must be completed by June 30<sup>th</sup> of the following year. Fiscal and evaluation reports are due by September 30<sup>th</sup> 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 word processed on the LSTA proposal PDF form. The font size is set in the PDF fillable form. The application form should be submitted electronically as an email attachment. Be sure the format of this application form is maintained and all 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. Be concise, use simple and meaningful language, and avoid jargon

**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).

#### **8. When and where is the application due?**

**Submit the electronic pdf version 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. Submit the PDF version of the application electronically on or before November 13<sup>th</sup>. Rename the file to include the name of the library (see example):

Example: 2016\_LSTA\_applicationNSLAPR.pdf

Electronic submissions of the renamed PDF are sent to:

[NSLAPRLSTA@admin.nv.gov](mailto:NSLAPRLSTA@admin.nv.gov)

emailed on or before 11/13/2015 at 5:00 pm.

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 13, 2015.

The original signature application is sent to:

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

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

Karen Starr – (775) 684-3324 – [kstarr@admin.nv.gov](mailto:kstarr@admin.nv.gov) .

For assistance with submission of the electronic application and the hard copy, contact Library Planning and Development.

Sulin Jones – (775)-684-3340 – [sulinjones@admin.nv.gov](mailto:sulinjones@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:

*Division Administrator  
Nevada State Library, Archives and Public Records  
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. **Type of Library.** Check the type of library applying: Public library, Academic library, Special library (includes State institutional libraries), Library Consortia or School library.

**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 from the budget pages. Use whole dollar figures. This is not likely the total cost of project activities, because local or other funds may be provided in addition to LSTA. This field is set as a number format. Maximum amount for LSTA Competitive projects is \$ 100,000 (including in-kind costs).

12. **Cash Contributions:** Enter the total of all other financial support anticipated to be contributed to the project, including state or local grants or allocations, private grant funds, Friends or philanthropic support, or other funds. *Include new library funds if they will be budgeted specifically for this project.* This field is set as a number format.

13. **In-kind:** In-kind contributions from the library’s current budget may be use to the extent that they are devoted exclusively to the this project and may include staff time, library materials, equipment, building space, utilities, and other operating costs. This field is set as a number format.

14. **Total Project Cost.** This includes all local cash and in-kind costs listed on the budget page. This field will automatically calculate. This field is set as a number format.

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.

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.

**PROJECT SUMMARY**

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.

**LSTA PLAN FOR NEVADA GOALS** (check box)

Choose the primary goal that reflects the purpose of the proposed project. Choose only one goal, even though the proposed project may have components related to other goals.

**PROJECT INTENT** (check box)

An objective or expected result in a project. The following chart may help determine the best project intent. One of the following may be selected.

Intents	
<ul style="list-style-type: none"> <li>• Improve the library workforce</li> <li>• Improve the library’s physical and technological infrastructure</li> <li>• Improve library operations</li> </ul>	<p><b>Institutional Capacity</b> Add, improve or update a library function or operation in order to further its effectiveness</p>
<ul style="list-style-type: none"> <li>• Improve users’ ability to discover information</li> <li>• Improve users’ ability to obtain information</li> </ul>	<p><b>Information Access</b> Improve access to information</p>

resources	
<ul style="list-style-type: none"> <li>• Improve users’ formal education</li> <li>• Improve users’ general knowledge and skills</li> </ul>	<b>Lifelong Learning</b> Improve users’ knowledge or abilities beyond basic access to information
<ul style="list-style-type: none"> <li>• Improve users’ ability to apply information that furthers their personal, family, or household finances</li> <li>• Improve users’ ability to apply information that furthers their personal or family health &amp; wellness</li> <li>• Improve users’ ability to apply information that furthers their parenting and family skills</li> </ul>	<b>Human Services</b> Improve users’ ability to apply information that furthers their personal, family or household circumstances
<ul style="list-style-type: none"> <li>• Improve users’ ability to use resources and apply information for employment support</li> <li>• Improve users’ ability to use and apply business resources</li> </ul>	<b>Employment &amp; Economic Development</b> Improve users’ ability to apply information that furthers the status of their jobs and/or business
<ul style="list-style-type: none"> <li>• Improve users’ ability to participate in their community</li> <li>• Improve users’ ability to participate in community conversations around topics of concern</li> </ul>	<b>Civic Engagement</b> Improve user engagement through their library that furthers the common or community good Or Improve users’ ability to engage in their community.

**PRIMARY AUDIENCE** (check box)

Identify the audience(s) for this project. Select all that apply.

**PARTNERSHIPS** (check box)

Indicate ‘yes’ or ‘no’ regarding partners to be involved with the project. A partner is a group, organization or jurisdiction that will be a participant in the project. A letter confirming the expected partnership should be attached to the final application. Note: these are not letter of support, although these may also be submitted with the application.

**PROJECT NEED**

**Target Population**

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

**Need**

What is the problem, need or opportunity? The need shows the problem. 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.

**Evidence of Need**

Use documentation and statistics to justify the need and inadequacy of the present condition or express the opportunity available. Need statements should be supported by facts, studies, authoritative sources, published studies.

**CONNECTION TO PLANNING DOCUMENTS**

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. Rename the one LSTA State Plan Goal listed above.

>>>New – include link to plan(s) cited.

**PROJECT ACTIVITIES & DESCRIPTION** (check boxes)

Activities are action(s) through which the intent or objective of a project are accomplished. Four activity types have been identified with details in the application (Instruction, Content, Planning & Evaluation, Procurement), each with select methods to help you describe how you will carry out this project and further specified by Mode and Format.

Format (a characteristic of a mode) specified for activity types under Instruction & Contents are:

Mode	Format	Definition
Instruction	In-person	Carried out face-to-face.
	Virtual	Mediated by a computer, computer network, or mobile device.
	In-person/Virtual	Delivered both in-person and via a computer, computer networked, or mobile device.
Content	Physical	Medium in or on which information (data, sound, images, etc.) is stored (for example, paper, film, magnetic tape or disk, etc.). The medium may be encased in a protective housing made of another material (plastic, metal, etc.).
	Digital	Computer-mediated. The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.
Planning & Evaluation	Retrospective	Research effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group.
	Prospective	Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group.
Procurement	NA	Involves purchasing facilities, equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. <i>(Rarely the purpose of a grant project.)</i>

**PROJECT DESCRIPTION**

Describe all the activities that will be used to accomplish the project’s goals and objectives. The description should provide details of the project. It should be focused on what the library will do during the project year. Include information on the project leader, goals the project will achieve and how the library will accomplish the goals. Be sure to include all important activities in order to complete the project. 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.

## EVALUATION

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.

### Project Outputs

Outputs are measures of services and/or products to be created/provided.

#### Examples:

>3 training workshops will be held >5 story hours will be held >150 individuals will be trained >1,000 photographs will be digitized	>100 promotional bookmarks will be created and distributed >50 children and caregivers will have participate >5 kits will be created and given to each branch
---	---

### Project Outcomes

Outcomes are changes in a target audience's skills, knowledge, behavior, attitude, and/or status or life condition.

#### Outcomes are:

- measurable;
- stated in terms of who, what, when, and how much;
- stated in terms of how they will be measured;
- clear on how much change is expected;
- stated in numerical terms.

#### Measuring Your Outcomes

The How Will You Measure Your Outcomes? section (attachment B) is designed to help you think about how best to gather data on your outcomes. Please refer to that document for examples of outcomes statements and data collection methods.

## BUDGET

### Budget Categories

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.** There are several budget categories. The following describes what kinds of expenses should be put in each category. Each budget category on your application **requires** a brief explanation for the expenses. All costs listed on the budget sheet must be explained in the description section. Clearly identify LSTA grant expenses and local matching expenses

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

<b>Category</b>	
Salaries/Wages/Benefits	Includes all salaries, wages, and fringe benefits paid to staff directly contributing to the project regardless of funding type (LSTA/Local Cash /In-kind). Description should include position titles (but not individual names) and number of hours, dollars per hour and FTE.
Equipment (\$5,000 or more per unit)	A single item valued at \$5,000 or more per unit. Written approval from the IMLS Program Office is needed prior to the purchase of equipment over \$5,000 per unit. Requests must detail the proposed expenditure and reference the relevant LSTA 5 Year Plan. Approved items costing \$4,999 or under are considered small equipment and are reported under Operating Expenses: Supplies/Other.
Operating Expenses: Travel	Travel costs must be related to the project activities and must be incurred by the staff working on the project. The costs include airfare, ground transportation, accommodation, meals, etc. For airfare, economy class must be used at all times when using LSTA funds. Description should include number of travelers, who they are, and types of travel expenditures, including how costs are calculated.
Operating Expenses: Consultant Fees	All expenses related to acquiring the services of a consultant for a specific activity within the project should be included in this category. Costs may include fees, travel, accommodation, and support services hired directly by the consultant. Description should include expertise of consultant along with actions/contributions to project and name of consultant.
Operating Expenses: Library Materials	Books, periodicals, audiovisual formats, microforms, and other library materials to become the library's cataloged collection. Giveaway books are not considered as Library Materials and should be reported under Operating Expenses: Supplies/Other
Operating Expenses: Supplies/Other	Include costs for small equipment (less than \$4,999 per unit), communication costs, postage, duplication, publicity, etc. Description should include quantities acquired and per-unit cost.
Operating Expenses: Contracted Services	Project activities to be undertaken by a third-party contractor or vendor, including a formal partner. Databases should be described here and names of vendors included. Other examples are reference services, maintenance of equipment and vehicles, and building equipment lease and rental. Description should include type of services provided
Indirect Costs *documentation required	<p>An indirect cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization.</p> <p>You can choose to:</p> <ul style="list-style-type: none"> <li>• Not request any indirect costs. (allowing more LSTA funds to go for direct services)</li> <li>• Use a current approved indirect cost rate with a federal agency or one pending review to be approved by project award date, i.e. June 30. If you are unsure whether this applies to your library, consult the regulations below and our organization's grants, finance, and/or legal department to determine how to proceed. *</li> <li>• Propose an indirect cost rate up to 10% of modified project costs if you do not have a current or pending federally negotiated indirect cost rate. Clearly document how your organization is calculating the proposed rate. Eligible modified project costs exclude equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs,</li> </ul>

	any single portion (goods, services, contracts) of the proposed grant amount in excess of \$25,000. *
Local Cash	Refers to the applicant's estimated cash outlay, including money that may be contributed to the applicant by other public agencies and institutions, private organizations and/or individuals. If the applicant will be appropriating funds specifically for the project then that would be a cash contribution. In many cases an applicant's contribution will be in-kind.
In-kind	Refers to the value put on materials, equipment, staff time or services that are given without charge to the program or organization. In this case the applicant should be able to substantiate the value assigned to the contributions and how they assist the project. In the final narrative report actual in-kind contribution values as compared to projected contributions should be reported.

**NOTE:**

- Competitive grants – maximum \$100,000 including in-direct costs.
- 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
- See chart of allowable/unallowable costs (workshop handout).

**TIMELINE**

**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.*

**Attachments**

Attachments should provide supporting data for information provided in the narrative. Examples of attachments include:

- letter of a proposed partnership from a group or organization directly involved in the project;
- citations from reports supporting the needs statement
- staff position descriptions
- sample evaluation tools
- other information that supports your grant narrative, e.g. information about research based models
- description and expertise of any consultants to be used
- Collection development plan for project (needed if funds are requested for materials)