Nevada State Library, Archives and Public Records

(Rev 4-16)

LSTA APPLICATION - 2017

Due by 5 PM, Monday, November 21, 2016

DUNs Number:	
1. Applicant Library Name	2. Principal Contact Person for this Grant
3. Address – Street, P.O. Box, Route	4. Telephone Area/Number
5. City, State, Zip+4	6. E-mail address
7. Library Director/Administrator	8. Telephone Area/Number
9. Address, Street, City, State, Zip+4	
10. Type of Library ☐ Public ☐ Academic ☐ Special ☐ Library Consortia ☐ School	
Project Title:	
11. LSTA funds requested:	***Please round LSTA funds to nearest whole dollar amount***
12. Cash Contributions:	
13. In-Kind:	
14.Total Project Cost:	0.00
15. Estimated number of person served **directly** by this project:	

Project Summary Brief description of what is to be done, for whom and anticipated impact.

LSTA Plan for Nevada Goals (choose one)

☐ 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: Building capacity of libraries to meet user identified access needs

Project Intent (choose one)

Institutional Capacity
- ☐ Improve the library workforce
- ☐ Improve the library's physical and technology infrastructure
- ☐ Improve the library's operations

Information Access
- ☐ Improve users' ability to discover information
- ☐ Improve users' ability to obtain information resources

Lifelong Learning
- ☐ Improve users' formal education
- ☐ Improve users' general knowledge and skills

Human Services
- ☐ Improve users' ability to apply information that furthers their personal or household finances
- ☐ Improve users' ability to apply information that furthers their personal or family health & wellness
- ☐ Improve users' ability to apply information that furthers their parenting and family skills

Employment & Economic Development
- ☐ Improve users' ability use resources and apply information for employment support
- ☐ Improve users' ability to use and apply business resources

Civic Engagement
- ☐ Improve users' ability to participate in their community
- ☐ Improve users' ability to participate in community conversation around topics of concern

Primary Audience

Select all that apply			
	All Ages		Urban
	Pre-School Children		Suburban
	School Age Children		Rural
	Young Adults & Teens		Statewide Public
	Adults		
	Seniors		

Select all that apply			
	Families		Limited English Speaking Persons
	Immigrants		Limited Functional Literacy Persons
	Intergenerational (not families)		Low Income
	Library Staff/Volunteers/Trustees		People with Disabilities

Partnerships

Planning to partner with another library, group or organizations? Yes ☐ No ☐
(Attached letters confirming partners to the application)

Project Need

Target Population: Briefly describe the target population(s) to be served by this project.

Need: Briefly describe the identifiable need, problem, idea or opportunity for this project.

Evidence of Need: List supporting information and statistics to support the stated need.

Connection to planning documents: List 1) one LSTA State Plan goal and 2) the goal and/or objective from the library's planning document. Other relevant planning documents may also be cited.

Project Activities & Description

Activity Information: (choose one activity and one mode)

- ☐ Instruction
  - ☐ Program – Formal interaction and active user engagement
  - ☐ Presentation – Formal interaction and passive user engagement
  - ☐ Consultation – Informal instruction with an individual or small group
- ☐ Content
  - ☐ Acquisition – Selection, ordering and receiving materials for library/archival collections
  - ☐ Creation – Design or production of an information tool or resource
  - ☐ Description – Apply standardized descriptive information to items or groups of items
  - ☐ Lending – Provision of library's resources and collection through circulation/electronic delivery
  - ☐ Preservation – Effort that extends the life or use life of items or entities
- ☐ Planning & Evaluation
  - ☐ Retrospective – research that involves historical assessments
  - ☐ Prospective – research that projects/forecasts future conditions
- ☐ Procurement

Project Description: Provide the details of the project. Focus on what the library will do during the project year.

Project Description (con’t):

Evaluation

Project Outputs: Measures of services and/or products to be created or provided.

Project Outcome: Describe the measurable outcome

Budget

Clearly identify amounts requested and from which funding source. See application instructions for additional information.

Budget Category	LSTA	Local Cash	In-Kind	Total
Salaries/Wages/Benefits				
				0.00
				0.00
				0.00
				0.00
				0.00
Sub-total	0.00	0.00	0.00	0.00
Description:				
Equipment ($ 5,000 or more per item)	LSTA	Local Cash	In-Kind	Sub-Total
				0.00
				0.00
				0.00
Sub-total	0.00	0.00	0.00	0.00
Description:				
Operating: Travel	LSTA	Local Cash	In-Kind	Sub-Total
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Sub-total	0.00	0.00	0.00	0.00
Description:				
Operating: Consultant Fees	LSTA	Local Cash	In-Kind	Sub-Total
				0.00
				0.00
				0.00
				0.00
Sub-total	0.00	0.00	0.00	0.00
Description:				

Operating: Library Materials	LSTA	Local Cash	In-Kind	Sub-Total
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
Sub-total	0.00	0.00	0.00	0.00

Description:

Operating: Supplies/Other	LSTA	Local Cash	In-Kind	Sub-Total
				0.00
				0.00
				0.00
				0.00
Sub-total	0.00	0.00	0.00	0.00

Description:

Operating: Contracted Services	LSTA	Local Cash	In-Kind	Sub-Total
				0.00
				0.00
				0.00
				0.00
Sub-total	0.00	0.00	0.00	0.00

Description:

	LSTA	Local Cash	In-Kind	Project Total
PROJECT TOTAL (will include Indirect Costs)	0.00	0.00	0.00	0.00
Indirect Cost Rate Requested % Indirect Cost				

Choose One:

☐ No Indirect ☐ Federally negotiated indirect cost rate* ☐ Indirect proposed cost rate for review (up to 10%)*

*attach supporting documentation

Comment:

Timeline

Use real dates and date ranges as much as possible. Include major project activities and enter the name or position title of the staff responsible for each item. Insert additional rows in the table as needed. You may add additional text on activities on a second page.

Implementation activities	Date(s)	Person/position responsible
Promotional activities	**Date(s)**	**Staff name/position responsible**
Evaluation activities	**Date(s)**	**Staff name/position responsible**
Reports	**Date(s)**	**Staff name/position responsible**
Six month report	**January 16, 2018**	
Final report	**October 1, 2018**	

WE, THE UNDERSIGNED, CERTIFY that this 2017 LSTA project application will be the basis for the operation and administration of the project for which LSTA funds are requested. We will provide expenditure and other reports and will comply with such fiscal provisions as the Nevada State Library, Archives and Public Records requires.
*>An application with original signatures **must** be submitted.*

Signature of President, Board of Trustees/School Board ▼	Date Signed
Signature of Library Director/School Administrator ▼	Date Signed
Signature of Project Director ▼	Date Signed