



Nevada State Library and Archives INSTRUCTIONS FOR COMPLETING THE LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) 2015 PROPOSAL FORM

A. General Instructions

1. What kinds of projects qualify for grants?

The federal Library Services and Technology Act (LSTA) is the state grants program administered in Nevada by the Nevada State Library and Archives (NSLA). Grants are awarded on a competitive basis from the funds available - grants are for library programs. 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 Plan 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.

2. Who may submit a proposal?

All types of libraries, including academic, public, school, governmental agency libraries and eligible information centers, 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 primary 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 certification form of the proposal. These criteria were approved by the Nevada State Council on Libraries and Literacy in May 2008.

3. What happens to the proposal?

All proposals received by the due date stand in competition for the available federal funds.

Proposals received late will not be considered. There are two categories for sub-grant projects: 1) mini-grants - projects requesting \$ 5,000 or less and 2) competitive grants - projects requesting

more than \$5,000 up to the \$100,00 range. Multiple proposals may be submitted. Multiple competitive applications from a library jurisdiction may be submitted - a priority ranking will be required.

Proposals are evaluated by State Library staff members, members of the State Council on Libraries and Literacy, and others as appropriate. An email of advice for each proposal on its competitiveness of the proposal will be sent. The submission of a proposal is not binding upon the applicant nor upon the Nevada State Library and Archives (NSLA). An applicant may submit more than one proposal in a grant cycle; however, only one grant per sub-grant category will be funded. Elements of a proposed project, including amount of funds requested, may change from proposal to application. An application may be submitted and can be considered based on a proposal that has been revised or was not recommended to proceed. Be sure to consult with the LSTA Coordinator if there are any questions.

4. What is considered in evaluating proposals for the support of library programs?

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

- indication of need
- evidence of planning
- client and/or community identification in project development
- clarity
- realistic budget estimates
- potential benefit of the project and its contribution toward meeting local and statewide goals, objectives, and needs for library programs (see State Plan for Use of LSTA).

5. What is NOT eligible to be funded with LSTA?

The following are some of the items not eligible for funding with LSTA funds:

- food
- lobbying expenses
- items or services not directly related to the project and its timeline
- fundraising
- classroom book sets, textbooks, equipment/AV for the classroom

Contact the LSTA Coordinator for more information on unallowable costs.

6. What is the project time period?

LSTA is granted to NSLA based on the federal fiscal year. Actual funding is often not available until 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. A different time may be requested; but may not automatically be granted. If a proposed project is judged by the applicant to require more than one year for successful operation, that should be indicated in the proposal's project summary.

7. What form should the proposal take?

The proposal must be word processed on the LSTA proposal forms, **one side only**. Legibility is essential. **Use no smaller than 12 point (10 pitch) type and leave adequate margins**. The proposal form should be submitted electronically as an email attachment. Be sure the format of this proposal form is maintained and all sections must be included on the same page as, and with the dimensions shown, on the original proposal form. Submission of the final version by telefacsimile (fax) is not acceptable. The proposal information section may be no longer than **two** printed pages, single sheets (not including the LSTA eligibility page). Nothing else may be attached to or included with the proposal. Be concise, use simple and meaningful language, and

avoid jargon. Proposals that are not prepared according to instructions will likely receive a lower rating.

8. 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 request for \$5,000 of LSTA funds must have a minimum of \$ 500 match – the total project would be \$5,500 (\$5,000 LSTA + \$ 500 match = \$ 5,500). Note: Lost revenue is not allowed for matching funds.

9. When and where is the proposal due?

Submit the Word version of the proposal electronically on or before September 17th. It is due by 5:00 p.m. on the date shown on the form. Postmark for the signature page must also be September 17, 2014 or before. The original version of the signature and eligibility certification are required and should be sent via regular, priority mail, or courier service.

Electronic submissions (Word version) are sent to:

dbaker@admin.nv.gov .

emailed on or before 9/17/2014 at 5:00 pm.

Signature forms are sent to:

Nevada State Library and Archives

LSTA Proposals

100 N. Stewart Street

Carson City, NV 89701

postmarked on or before 9/17/2014.

If multiple proposals are submitted electronically, the signature and eligibility pages are required for each proposal.

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

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

(continued - next page)

B. Proposal Line-by-line Instructions

1. **Project title.** Enter the name of the project as you wish it to appear. Be concise and descriptive, in moderate length. Spell out any acronyms used.

2. **Applicant jurisdiction.** Enter the full legal name of the library and jurisdiction applying for funds, e.g., Anytown Public Library. Do not place the names of any partners on this line.

3. **Address.** Street address and mailing address if different, with ZIP + 4 of the same applicant jurisdiction named in number 2.

4. **Applicant contact/phone.** Give the name of the individual preparing this proposal or another person who may be contacted for information about it, together with the telephone number. This may or may not be the representative of the jurisdiction legally authorized to apply for, and/or receive, funds.

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

6. **LSTA Amount.** Enter the total LSTA dollar amount requested for this project, including Indirect charges, for the one grant year only. Use whole dollar figures. This may or may not be the total cost of project activities, because local or other funds may be provided in addition to LSTA.

7. **Grant Category.** Chose the competitive grant or mini-grant category.

8. **Project Purpose.** This has three sections.

a. Need or opportunity? Describe in clear terms what the need or opportunity that will be addressed. Projects are expected to be for the benefit of library clientele. Provide information on your target population for the project and how many individuals you expect to participate.

b. What will you do? Provide specific information on what you will do. Describe services you will provide. Include anticipated major activities that will be undertaken and if the timeframe for completion. Projects should be designed to complete in 12 months or less.

c. How will you know the project succeeded? Describe the benefit to your target population that you hope to achieve. You may include measurable outputs (e.g. % increase in library card holders, attendance at program, etc.). Consideration will be given to proposals that have at least one outcome-based goal. As a result of your program, what will improve in the skill, behavior, knowledge or attitude of the participants?

9. **Budget Summary.** This section should summarize the expected project budget, identifying LSTA funds requested and other funds or in-kind contributions available. Use whole dollar figures. Budgets are understood to be estimates at this stage of project planning, and dollar amounts may be revised later at the application stage.

NOTE: A 10% match is required for all grant categories. The match may be in-kind or local/other cash or any combination of the two.

Total: Enter the total for each category of funds.

Columns:

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

(2) **Local/Other Cash:** 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.*

(3) **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.

(4) **Total:** Enter the grand total for the estimated cost of the grant project. Be sure the amount of LSTA funds requested in this proposal is the same as on page 1, #6.

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

Submit the Word version of the proposal via email to the LSTA Coordinator.

The Signature Certification page is required to be submitted by mail – the form with original signatures must be postmarked on or before September 17, 2014. If multiple proposals are submitted electronically, a signature certification form is required for each proposal.

Eligibility Form:

The State Council on Libraries and Literacy approved the current LSTA Eligibility criteria in 2008. The final page of the proposal form is the single page certification of the applicant library's eligibility for LSTA. This form requires a signature separate from page 2 of the proposal form. The person authorized to apply for federal funds on behalf of the applicant jurisdiction should sign and date. This may be the library director or another official, as determined locally. Also sign the Signature Certification – the originals for both must be mailed and postmarked by September 17, 2014. If multiple proposals are submitted electronically, a signature certification with eligibility is required for each proposal.