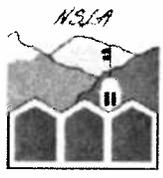


Nevada State Library and Archives
division of
 DEPARTMENT OF ADMINISTRATION




2015 LSTA Grants Implementation & Budget

Diane Baker
 Library Planning and Development
 Nevada State Library & Archives
 October 2015

Today's Agenda

- ▶ Short Review
- ▶ Implementation
- ▶ Budget
- ▶ Application Review
- ▶ Submitting the Application
- ▶ Q & A

LSTA Review

- ▶ Federal Program
 - State based – NV LSTA plan
- ▶ Annually funded by Congress
- ▶ Annual Grant Cycle
 - Proposals
 - Applications
- ▶ Grant Review
 - State Council on Libraries and Literacy
 - January



Grant Training

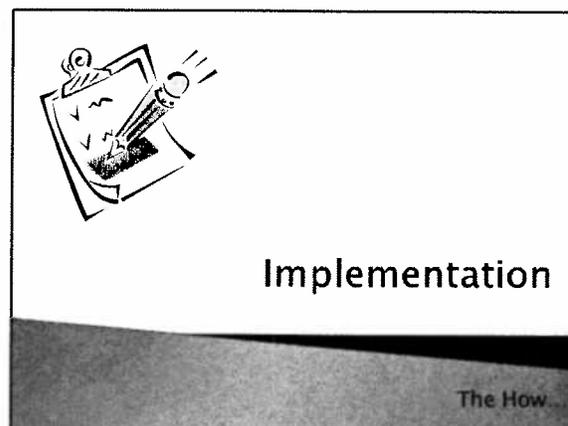
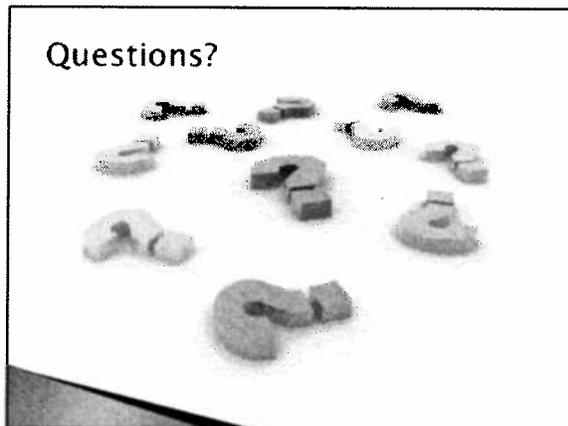
- ▶ Need, Target Audience and Plans
 - Webinar – Oct. 1st
- ▶ Evaluation & Outcomes
 - Webinar – Oct. 8th
- ▶ Final Wednesday Webinar – Today
- ▶ Webinars Archived
 - NSLA's YouTube Channel



LSTA Timeline

- ▶ October 2014 Required webinars
- ▶ Nov 12, 2014 Applications due – NSLA
- ▶ January 14–15, 2015 State Council mtg
- ▶ March 2015 Federal budget?
- ▶ April 2015? Award Notification?





Implementation = Plan of Action

- ▶ Detail of activities that will lead to accomplishment
- ▶ Task oriented and specific
- ▶ Includes all steps
- ▶ Identifies personnel
- ▶ Publicity



Specifically

- Who will be involved?
 - project staff – position
 - target group
- What activities will take place?
 - connect to need/opportunity
 - provide detail
- When will each step take place?
 - include timeline
- Why is this approach being used?
 - are there alternatives?

P. Describe the implementation of the project. This section describes the steps in carrying out the implementation. Consider the following questions:

1. **Timeline:** The implementation of the project will take place over a period of six months. The implementation will be completed by the end of the school year.

2. **Staff:** The implementation will be carried out by the project staff. The project staff will include the project director, project coordinator, and project assistants.

3. **Location:** The implementation will take place in the school library.

4. **Materials:** The implementation will require the following materials: books, reading materials, and project materials.

5. **Publicity:** The implementation will be publicized through the school newsletter, school website, and social media.

E. What will you do? (Schedule of Activities)

Months 1-2	Review of material for Reader Kits	Children's Librarian and Assistant
Months 3-4	Select appropriate material	Children's Librarian
Months 4-6	Order selected material	Children's Librarian & Cataloger
Months 6-7	Process material	Children's Librarian and Staff
Months 8-10	Complete Reader Kit Collection	Children's Librarian and Staff
Months 10-12	Circulate collection	All Library Staff and Volunteers
Months 1-12	Evaluate outcome	Children's Dept. Staff
Months 1-12	Other programs to inform parents and teachers about using Reader Kits	Children's Librarian

[See below for more information]

To select appropriate material for the Reader Kits, staff will use the American Library Association's Recommended Print/Media List, Association for Library Services to Children, New York Times Children's Best Seller List, patron requests, Scholastic Audio Collection, and Spring Educational.

To publicize the Reader Kit Collection, Children's Librarian will send public notice announcements to the local librarian status and radio stations. She will announce updates to the collection when going to the regular monthly book sales, send flyers to all of the libraries and Spring Green elementary and middle schools. The staff will create a special area to display the Reader Kits with signage to direct patrons to the kits as well as personally point out this new collection.

7. Describe the measures to be used to evaluate this project?

We will survey users of the kits. Both children and their parents or guardians will be asked to evaluate the benefits of the kits. Staff will email surveys to teachers asking for their input regarding the knowledge of and quality of the Reader Kits. These surveys will be reviewed. The collected responses will be reported in the LSTA Final Evaluation of this project. Some of the questions that will be included on the surveys will be:

1. Why did you check out this Reader Kit?
 - A. For entertainment
 - B. To help improve my / my child's reading or comprehension skills
 - C. To help improve my child's ability to read
 - D. Other
2. If you checked out a Reader Kit, how did you find it? (Please include a change or improvement since using Reader Kits? Yes No If "Yes" in what way?)
3. How likely are you to check out a Reader Kit in the future?

Budget Narrative

- ▶ Explains how the money will be spent in each category
- ▶ Identifies LSTA grant funds
- ▶ Identifies local, in-kind and donated funds
- ▶ Identifies Matching funds
- ▶ For personnel (in-kind)
 - List position(s), percentage and exact amount

Budget Narrative

- ▶ 10 % match required – cash, in-kind, or mix
- ▶ All costs must be detailed
- ▶ Equipment, automation hardware, telecommunications hardware
 - over \$5,000 – requires IMLS approval
- ▶ Grid and Narrative Match?

G BUDGET NARRATIVE

Explain how all funds listed in the previous budget pages will be used in each budget category. Where equipment is requested, list type, quantity, unit price, make, and model number, and the estimated useful life.

LSTA Total:	\$6,450
Equipment over \$500	\$6,450
Equipment Property	\$3,200
↳ Machine Bell & Howland	\$1,400
↳ ST Computer Hardware (300 High Position, 100 Screen & Mouse)	\$1,800
Construction Services	\$3,250
↳ Service Contract (Maintenance)	\$3,250
Other	\$4,000
↳ Allowance software	\$2,000
↳ Online Analysis Training	\$1,000
↳ Supplies	\$1,000
LSTA TOTAL	\$17,114
In Kind	
Salaries	
↳ Staff Training	\$300
↳ 12 professional hours (including benefits)	\$300
↳ 100 hours (including benefits)	\$300
↳ Staff development and continuing public training 30 workshops	\$1,500
↳ 100 professional hours (including benefits)	\$1,500
↳ Program Evaluation and Management	\$1,000
↳ 100 professional hours (including benefits)	\$1,000
Equipment Property	\$2,000
↳ 200 hours (including benefits)	\$2,000

NARRATIVE MATCH REQUIREMENTS:

- LSTA: \$ 0.00
- Local Funds: \$ 0.00
- In-Kind: \$ 14,000.00

\$10,000.00 – Equipment Computer Application Products (CAPS) would work to be purchased from the State of Michigan. The IMLA would also be responsible for integrating the equipment into the existing system.

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\$1,000.00 – Office & Admin. It would work with Development Office to purchase all the necessary equipment for the match.

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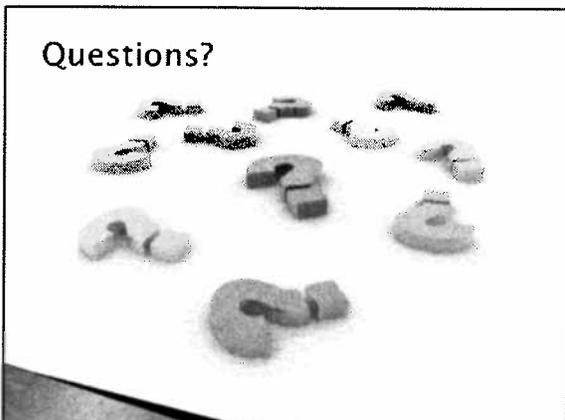
\$6,000.00 – Development Office (DO) would work to be purchased from the State of Michigan. The IMLA would also be responsible for integrating the equipment into the existing system.

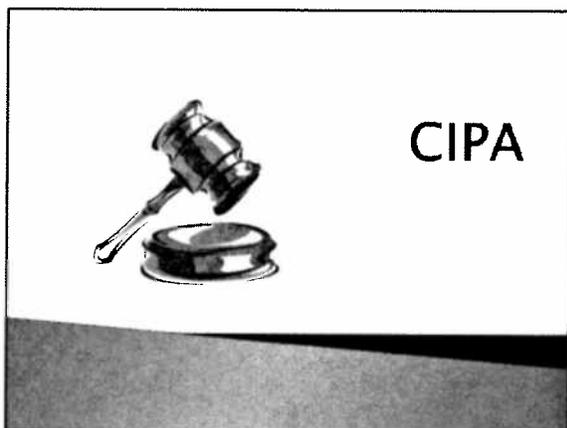
\$1,000.00 – Programming and Community Collaboration Coordinator position for the match.

H BUDGET NARRATIVE

Explain how all funds listed in the previous budget pages will be used in each budget category. Where equipment is requested, list type, quantity, unit price, make, and model number, and the estimated useful life.

In Kind	Local Funds: \$1,000 & \$1,000
Equipment	Public access computers: 10 units @ \$1,000 each = \$10,000.00 Printer: 1 @ \$1,000.00 = \$1,000.00 Scanner: 1 @ \$1,000.00 = \$1,000.00
Personnel	Computer Technician: 100 hours @ \$1,000 per hour = \$100,000.00 Public access computers: 10 units @ \$1,000 each = \$10,000.00 Printer: 1 @ \$1,000.00 = \$1,000.00 Scanner: 1 @ \$1,000.00 = \$1,000.00
Other	Computer Technician: 100 hours @ \$1,000 per hour = \$100,000.00





CIPA applies to:

- ▶ LSTA
- ▶ Public libraries
- ▶ Public K-12 school libraries
- ▶ Consortium that includes public K-12 schools library or public library.

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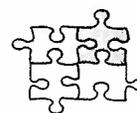
And if..

- ▶ You are requesting LSTA funds for:
 - Internet Service
 - New computer(s) to access the Internet
- ▶ Then you must comply with CIPA

Strategy

- ▶ If your public library does not filter
 - Consider a different funding source for computers
- ▶ If the library receives E-rate discounts for Internet or Internal wiring - the library already complies with CIPA

Parts of the Application



General Information

- Duns Number – required
- Applicant Information
 - Email address
- Contact person or persons
 - It may be more than one
 - Be clear
- LSTA amount & Total
- Persons Served – best estimate

The Title

- It's how the project will be known
 - State and Federal
- It should convey what the project is about
- Memorable, clever – not too cutesy
- Concise as possible

LSTA Examples

- The Heart of the Matter: Improving Health Information Access
- Building a Community of Emergent Readers
- Serving Seniors with Special Needs
- Ready to Read with Books2Go

Abstract

- Should be able to stand alone
 - It's the focus of the reviewers
- Publishable quality
 - It will be! (SPR, FFATA)
- Clear and concise
- Do not exceed space limit
- Cover key elements in order
- Tip = write after draft application is complete

Recap of Application

- Need
- Target Population & Benefit(s)
- LSTA and local plans
- Implementation
- Evaluation
- Budget

Letters

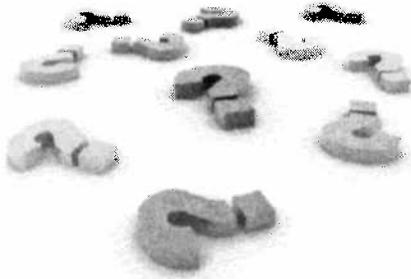


- | | |
|--|---|
| <ul style="list-style-type: none"> ‣ Advocates for the project ‣ Who they are ‣ Why it's a good idea ‣ How they are connected to you | <ul style="list-style-type: none"> ‣ From partners ‣ From target audience ‣ What they will contribute, or ‣ How they will participate |
|--|---|

Support

Commitment

Questions?



Reviewer Friendly Grant

Readability

- ▶ Easily scanned
- ▶ Use bulleted items
- ▶ Avoid a full page of solid text, if possible
 - White space - visual breather
- ▶ Options: headings, subheadings, bolding or underline (no italics)



Clear Writing Techniques

- ▶ Concise sentences
- ▶ Group related ideas in one paragraph
- ▶ Use the terms found in the guidance
- ▶ Avoid jargon, acronyms, initials that aren't explained



Clear Writing Techniques

- ▶ Assume reviewers don't know product or programs - explain!
- ▶ Should flow smoothly from idea to idea
- ▶ Proof reader to review
- ▶ Make sure reviewers don't have questions

A Well Rounded Project:

- ▶ Will have:
 - Clearly defined need
 - One or two outcomes
 - A well-developed action plan
 - Actions related to the outcomes
 - A means to determine success

Grant writing

- ▶ Play by the rules!
 - Read the 'Instructions' and LSTA Plan before writing
 - Follow the guidelines
 - Check out the evaluation or scoring elements

Grants are written to:

- ▶ Address an important need, opportunity, question or idea
- ▶ Be user oriented
- ▶ Persuade the reviewers
- ▶ Convince them to commit \$\$ to your project



Submit Your Grant

Who Signs on the Line?

- ▶ Can you sign your own application as the "authorizing signatory"?
 - Maybe yes, Maybe no
- ▶ You are responsible to get the appropriate signatures required by your institution.



Getting it to NSLA

- Mailing the Application:
 - One app with original signatures
 - Postmarked - Wednesday, November 12th
- Electronic as MS Word:
 - E-mail app to dbaker@admin.nv.gov
 - Rec'd 5:00 pm - Weds, Nov. 12th
- Both are Required!

New this Year!

- ▶ Internal Review
- ▶ Staff review of applications
 - Completeness
 - Budget information
 - Compliance
- ▶ Review complete by Friday, Nov. 21st
- ▶ Update/revision due December 4th

Contact Info

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



Giving Credit

This workshop is supported with Library Services and Technology Act (LSTA) funds and is brought to you by:



Questions?

