Instructions for 2018 LSTA Proposal Form

- Mini Grant amount: up to $10,000
- Competitive Grant amount: $10,001-$100,000
- Eligible libraries may submit multiple proposals will be awarded only ONE grant a Competitive or Mini Grant, not both (see instructions for definitions)
- Grant Project period: July 1, 2018-June 30, 2019
- Proposal due date: 5:00 PM, November 1, 2017
- Submit signed proposal and LSTA eligibility certification to: nslaprlsta@admin.nv.gov.

General Instructions

**Why submit a proposal?** Proposals are the first stage of the LSTA grant award process. Proposals allow eligible Nevada libraries to present a project idea to the Nevada State Library, Archives and Public Records (NSLAPR) before investing time and resources into researching and writing a grant application. Elements of a proposed project, including amount of funds requested, may change from proposal to application.

**Who may submit a proposal?** This grant opportunity is available to all eligible Nevada libraries. Visit [http://nsla.libguides.com/2018LSTA/Apply](http://nsla.libguides.com/2018LSTA/Apply) to view eligibility criteria.

**What projects will be considered?** LSTA funds are intended to be used as seed money for sustainable projects, not for ongoing operational costs. Libraries are encouraged to envision projects that will support new/improved programs or services that will solve a specific problem or meet an identified need of the library’s current or potential users.

**How many proposals may be submitted?** An eligible library may submit as many proposals as they have the capacity to plan and write. However, only ONE Competitive or Mini grant will be funded per library for the 2018 Federal grant cycle, so libraries submitting multiple proposals should assign priority ranking.

**What happens to the proposal?** All proposals received by the due date will be evaluated by NSLAPR staff to ensure that budget expenses are allowable and that outcomes align with LSTA federal and state priorities. Proposals will also be evaluated for viability, sustainability and community impact. Strong proposals will be clear in intent, show evidence of planning, have realistic budgets and timelines, and well defined inputs, activities, outputs, and outcomes.

NSLAPR staff will advise all applicants by November 10, 2017 that they may either a) move the proposal forward, as is, to the application stage; b) move the proposal forward while incorporating staff recommendations; c) schedule a discussion with NSLAPR staff to explore ways in which to strengthen the project or better align it with state and federal LSTA goals; or d) not proceed to the application stage per staff recommendation.

**What is the difference between a Competitive and Mini grant?** Mini grants are for smaller projects with lower funding levels and less associated risk; mini grants are evaluated and ranked internally by NSLAPR staff. Competitive grants are for more complex projects with higher funding levels; competitive grants are evaluated and ranked by members of the State Council on Libraries and Literacy (SCLL), many of whom are not library professionals but have areas of expertise in areas that are critical to library and community success. They will likely have different perspectives, making their insights and funding recommendations an invaluable resource to NSLAPR staff. Successful Competitive grant applicants will be invited to attend Council’s spring meeting to participate in an LSTA Question and Answer session.
Is a match required? Yes. A financial cash or in-kind match of 10% of awarded LSTA funds is required. Matching funds may come from the library’s operating budget, Friends, gift funds, or project partners. Other federal funds may not be used towards match.

When/where is the proposal due? Submit a signed & complete electronic copy of the proposal via email. See Instructions above. NSLAPR no longer requires hard copies with original signatures, but you will need to retain the original document with your grant records, following federal LSTA retention schedules.

Section 1 Instructions

1.1 DUNS Number: This number is provided by Dun & Bradstreet. This number may be assigned to your library or the agency directly responsible for library operations.

1.2 Library Name: Enter the full legal name of the applicant library, system, school district, or other agency.

1.3 Library Type: Select one. Your library type will also have corresponding LSTA eligibility criteria (see Section 6)

1.4 Address: The mailing address for the applicant library – street, route or post office box.

1.5 Project Manager Name: The primary contact for this project

1.6 & 1.7 Project Manager Email & Phone: The primary contact information for the project manager

1.8 Library Director/Administrator Name, Email, Phone: The library director or appropriate senior administrative officer who is authorized to sign an agreement accepting the terms of the grant.

1.9 & 1.10 Library Director/Administrator Email, Phone: The primary contact information for the library director or appropriate senior administrative officer who is authorized to sign an agreement accepting the terms of the grant.

Section 2

2.1 Project Title: The working title of your project. Should be descriptive & short.

2.2 LSTA Funds requested: The amount of federal LSTA funds you’ll need for your project. If $10,000 or less, check Mini and fill in the amount. If over $10,000, check Competitive and fill in the amount.

2.3 Primary Audience: Identify the audience(s) for this project. Select all that apply

2.4 Project Intent: Select ONE of the IMLS Focal Areas that your project addresses.

2.5 Nevada LSTA Goal: Select ONE Nevada LSTA Goal that your project addresses.

Section 3

3.1 Project Need: What are the gaps in service or challenges that your library and/or community is facing? Use data to illustrate your point.

3.2 Project Solution: How will your library address the needs and challenges in the above section? What is your solution?

3.3 Project Activities: The “outputs.” Describe the activities, programs, outreach efforts, plans produced, people served, collections created, etc., that will be produced as a result of your project.

3.4 Project Outcomes – Describe the changes in participant behavior, attitude, skill, or understanding that will result from the project. How will success be defined and measured?
3.5 Project Partners: Indicate whether or not you anticipate having project partners. If you will, describe their role(s). Although not required, the State Library strongly encourages partnership projects. Having either official or informal partners will strengthen your project. An official partner is a library or non-library entity that will contribute specific deliverables to the project. A deliverable may be a cash amount or personnel, training space, transportation, supplies, materials, printing or other items to be used in implementing the grant. A Partnership Statement will assist applicants in developing partnership relationships as well as clearly define roles and responsibilities. A project may also include informal partners. An informal partner is a library or non-library entity that will assist in planning and promoting/marketing the project but will not be contributing specific deliverables. Informal partners often write letters of support for the project.

Section 4

4.1 Project Budget – The “inputs” that make your project come alive. Provide a brief description for each budget category. More detail will be requested if your proposal is accepted. Fields do not auto-calculate - please enter TOTAL amounts and double check math. Lobbying, fundraising, classroom booksets or textbooks, food and refreshments, prizes, and items not directly related to the project activities and timeline are not allowable expenses. See Tip Sheet for more details on what may be purchased with LSTA funds.

- **Salaries/Wages/Benefits:** For staff contributing directly to the project. Include position titles and number of FTEs
- **Consultant Fees:** This category includes all expenses related to acquiring the services of a consultant for a specific activity within the project. A consultant may be an author, poet, educator, trainer, or presenter. Costs may include fees, travel, accommodation, and any support services obtained by the consultant. Include the consultant’s area of expertise and actions/contributions to the project.
- **Travel:** Includes transportation, accommodation, meals, etc. Must be incurred by staff working on project.
- **Supplies/Materials:** Program supplies and library materials purchased specifically for project activities.
- **Equipment over $5,000:** Tangible property having a useful life of more than one year and a per unit cost of $5,000 or more
- **Services:** The cost of services provided by a vendor. Include a description of the services and name of vendor
- **Indirect Costs:** Includes allowable indirect costs. Backup documentation of indirect cost rate is required.

Section 5

Proposal Certification

5.1 Project Title: The working title of your project. Should be descriptive & short.

5.2 Applicant Name & Library Jurisdiction

5.3 Proposal Certification: The person submitting the proposal on behalf of the applicant jurisdiction should sign and date the certification, indicating that acceptance of the grant project proposal by NSLAPR does not guarantee funding, nor does it obligate the library to proceed with a complete LSTA grant application.

Section 6

Eligibility for LSTA Certification

6.1. Certification: The person authorized to apply for federal funds on behalf of the applicant jurisdiction should sign and date the LSTA eligibility certification. This may be the library director or another official, as determined locally.