LIBRARY SERVICES AND TECHNOLOGY ACT
APPLICATION WEBINAR
DECEMBER 2017

Nevada State Library, Archives and Public Records
AGENDA

1. Application Calendar
2. Application Sections
3. Evaluation Rubric
1. APPLICATION CALENDAR

Dates, Deadlines, Drafts
IMPORTANT DATES

• Proposal – Nov. 1, 2017
  • Feedback
• Mandatory Webinar – Dec. 5, 2017
• Application, 1st draft - Jan 10, 2018
  • Feedback
• Application, Final - Feb. 21, 2018
• Evaluation & Ranking – SCLL Meeting, April 2018 (date TBA)
  • Mini-NSLAPR
  • Competitive-State Council on Libraries and Literacy (SCLL)
• Funding Recommendations to NSLAPR Division Administrator – April 2018
• Funding from IMLS – Spring 2018
• Funding Period: July 1, 2018 - June 30, 2019
PROPOSALS

- Proposal period has ended
  - Feedback given
  - Recommendations given

- No Proposal? You may still proceed with an application
  - Proposals were not “mandatory”
  - No guarantee that it will be approved and sent to reviewers
FIRST DRAFT vs FINAL DRAFT

- Evaluation 2013-2017 Plan Findings: Allow adequate timing to prepare strong applications
- For FFY 2017, applicants were given the option to revise applications based on NSLAPR recommendations
- This revision step is now integrated into the FFY 18 timeline
- A 1st draft is OPTIONAL
APPLICATION REVIEW

• Mini grants: NSLAPR Staff
• Competitive grants: State Council on Libraries and Literacy (SCLL)
• Competitive Applicant Q & A: April 2018 SCLL meeting

RANKING & FUNDING RECOMMENDATIONS

• April 2018 SCLL meeting

• **NRS 380 A.081 Powers and Duties.** *Review plans and applications submitted by libraries and political subdivisions for state grants-in-aid and make recommendations to the State Library, Archives and Public Records Administrator concerning approval.*
LSTA AWARD

- 2014: $1,720,752
- 2015: $1,731,619
- 2016: $1,760,954
- 2017: $1,766,043
- 2018: ≈$ 1.7 million?
  - Congress must authorize every year
2. APPLICATION SECTIONS

2. Summary
3. Need & Data
4. Outcomes & Evaluation
5. Planning Info
6. Implementation/Activities
7. Partners
8. Sustainability
9. Timeline
10. Budget
11. Supporting Documents

2018 LSTA Grant Application Form

- Mini Grant amount: up to $10,000
- Competitive Grant amount: $10,001-$100,000
- Eligible libraries may apply for either a Competitive or Mini Grant, not both (see instructions for definitions)
- Grant Project period: July 1, 2018-June 30, 2019
- Application, 1st Draft due: 5:00 PM, January 10, 2018
- Application, Final due: 5:00 PM, February 21, 2018
- Submit signed application to: nsla@nslaprlsta.admin.nv.gov

Section 1, Applicant Information

1.1 DUNS Number: 946481140
1.2 Library Name: Nevada State Library, Archives & Public Records
1.3 Library Type: ☒ Public ☐ School ☐ Academic ☒ Special ☐ Consortia
1.4 Address: 100 N. Stewart St., Carson City, NV 89701
1.5 Project Manager Name & Title: Sulin Jones, LSTA Coordinator
1.6 Project Manager Email: sulinjones@nslaprlsta.admin.nv.gov 1.7 Phone: (775) 684-3340
1.8 Library Director/Administrator Name: Jeffrey Kintop
1.9 Director/Administrator Email: jkintop@nslaprlsta.admin.nv.gov 1.10 Phone: (775) 684-3410

Section 2, General Project Information

2.1 Project Title: LSTA Webinar
2.2 Project Budget summary
   - LSTA Funds requested $ 45,000
   - Local Cash/In-Kind $ 5,000
   - Project Total $ 50,000
2.3 Project Summary - Who, what, where, when, why & how. Your elevator speech.
   - The first glimpse reviewers have of your project
     o Why is your project unique?
     o What makes it stand out?
     o How does it add value?
   - Write for general audience
     o Don’t assume anything
     o Don’t bury your message under jargon and acronyms
### 2.4 Primary Audience (select all that apply)

- ☐ General Population
- ☐ Targeted Group (select all that apply):
  - ☒ Library workforce (includes volunteers and trustees)
  - ☐ People who are living below the poverty line
  - ☐ Unemployed
  - ☐ American Indian or Alaska Native
  - ☐ Native Hawaiian or other Pacific Islander
  - ☐ Hispanic or Latino
  - ☐ Families
  - ☐ Immigrants/refugees
  - ☐ Persons with limited functional literacy skills
  - ☐ Other

- ☐ Urban
- ☐ Suburban
- ☐ Rural
- ☒ Statewide

- ☐ All ages
- ☐ 0-5 years
- ☐ 6-12 years
- ☐ 13-17 years
- ☐ 18-25
- ☐ 26-49 years
- ☐ 50-59 years
- ☐ 60-69 years
- ☐ 70+ years

### 2.5 Project Subjects (select up to 2):

- ☐ Arts, Culture & Humanities
- ☐ Business & Finance
- ☐ Civic Affairs
- ☐ Education
- ☐ Environment
- ☐ Health & Wellness
- ☐ History
- ☐ Languages
- ☐ Library Infrastructure & Capacity
- ☐ Literacy (digital, early, adult, SRP, etc)
- ☐ STEM/STEAM
- ☒ Other: Grants

### Section 3, Project Need/Opportunity

#### 3.1 Statement of Need & Solution
Describe the challenges/obstacles facing your stakeholders. How have you determined that these challenges are real and relevant to your community? What is your proposed intervention and how will it provide an opportunity to advance your strategic goals? Include key responsibilities of project staff and partners.

#### 1. Compelling Need = Compelling Project

- What is the need/problem?
- How do you know it’s a real? (data backup)
- Qualitative and Quantitative data: Stories and Facts

#### 2. Opportunity/Intervention

- How will your library address the situation?
- Why is your library the best organization to do this?
- Focus on the project’s primary audience
- Your libraries needs ≠ needs of primary audience
- Avoid circular logic
- High level solution- details come in Activities section
3.2 Supporting Data and Data Sources – You must include statistical data to support evidence of need.

How do you know the Need is real?
- Comparative statistics
- Current and reputable source
- Provide citations
- Helpful Data Sources: http://nsla.libguides.com/2018LSTA/GrantWritingResources

Section 4, Project Outcomes & Evaluation

4.1 Project Outcomes & Evaluation – What changes in behavior, attitude, skill, or understanding will occur in your target audience as a result of your project? Describe in detail how and when outcomes will be measured and evaluated.

Project Outcome definitions

- Outputs: How much did we do?
  - An output is a measure of the volume or performance of a library’s actions, usually quantitative – like the number of materials created or delivered, people served, or services carried out.
- Outcomes: What good did we do?
  - An outcome is a specific benefit that results from a library program or service and are often expressed as changes that individuals perceive in themselves – like new or improved knowledge, skills, attitudes, behavior, or status.
- Patron Satisfaction: What should we do better?
  - Patron perspectives on whether they get what they want from library services help libraries improve their offerings.

https://www.projectoutcome.org/surveys-resources/what-is-outcome-measurement

Outcome Based Evaluation (OBE) per IMLS

- Outcome Based Evaluation (OBE): measurement of results
- Data driven decisions
- Describe each:
  - Desired outcome
  - Indicators (actions that will help achieve that outcome)
  - Target for change
  - Collection of data (surveys, interviews, observation, statistics)
- Should align with Activities

https://www.imls.gov/grants/outcome-based-evaluation/basics

Attach additional pages if needed
OBE Exceptions?

IMLS supports basic research, organizational enhancements, and other activities intended to strengthen the ability of organizations to provide high-quality services.

Such projects may be designed to extend a discipline's knowledge or to create tools to improve practice, rather than to produce immediately observable benefits for end users. IMLS supports such projects because it anticipates that they will contribute to making lives better in the long term.

In reporting results of such grants, IMLS wants to know what you believe long-term benefits will be for library or museum users and their communities, and how those improvements will be recognized when they’re achieved.

Required Surveys

<table>
<thead>
<tr>
<th>LSTA Funded Activity</th>
<th>Beneficiary: Library Workforce</th>
<th>Beneficiary: General Public</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction/Program</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Content/Acquisition</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Content/Creation</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Planning</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

An evaluation survey is required for the above LSTA funded activities. IMLS has predefined the questions. Access them here: https://nsla.libguides.com/2018LSTA/Surveys

Why Survey? The questions, which align with PLA’s Project Outcome, are meant to do two things:

- Help measure project outputs/outcomes for the final evaluation, while at the same time providing a tool to make informed data driven decisions regarding future activities
- Help IMLS identify new innovations, investment patterns, and track trends regarding LSTA effectiveness, value, and impact
Section 5, State, Local & Federal Planning Information

5.1 Nevada LSTA 5 Year Plan Goals – Select ONE and explain how your project advances this particular Nevada goal and how your target audience will benefit.

☒ 1. Strengthen Nevada libraries’ ability to effectively respond to community needs through training, planning, and assessment.
☐ 2. Encourage Nevada libraries to develop and use partnerships and collaboration to maximize user resources and services throughout the state.
☐ 3. Nevada libraries will provide responsive and accessible learning environments that meet the needs of all Nevada residents.
☐ 4. Build capacity of libraries to meet evolving information access needs.

Planning Documents are your GOALS

The Library Services and Technology Act (LSTA) Grants to States is a federally funded grant program administered by the Institute of Museum and Library Services (IMLS)

Authorized by:

20 U.S.C. § 9121 (LSTA Purpose) and
20 U.S.C. § 9141 (Grants to States)

IMLS supports library services for the citizens of Nevada by awarding LSTA funds annually to the Nevada State Library, Archives and Public Records (NSLAPR).


5.2 Local Planning Documents – How does this project help advance goals from your local planning documents? Please reference specific goals.

How does your project relate to your organization’s Mission /Vision?
How does it advance local planning documents?

- Your Strategic Plan
  - Collection Development, Inclusion and Diversity, Digital, Weeding, Disaster Preparedness, Continuing Education, Literacy, Space Assessment, etc.
- Other Planning Docs
  - Governor’s Strategic Planning Framework, 2016-2020
  - OWINN In-Demand Occupations
  - http://nsla.libguides.com/2018LSTA/GrantWritingResources - “Reports” tab
Section 6, Project Implementation/Activities

6.1 Project Implementation – What Activities will be used to accomplish your project’s end goals? Per IMLS definitions: An Activity is an action or actions through which the Intent of a project is accomplished and accounts for at least 10% of the total amount of resources committed to the project. IMLS has identified 4 types of Activities and multiple Modes, methods by which the activity is carried out. Select all that apply to your project’s implementation plan and provide descriptions for each. See Instructions for more detailed descriptions of each Activity and Mode.

- Describe what you’ll do to address the Need and accomplish Outcomes
- Reportable Activities take up at least 10% of project resources
- Follows IMLS’ Measuring Success framework
- Explain the purpose, methods, target audience
- Explain anticipated high levels results
- Evaluation method
- Describe the format:
  - in person, virtual
  - physical, digital
  - in-house, 3rd party

<table>
<thead>
<tr>
<th>Instruction</th>
<th>Content</th>
<th>Planning</th>
<th>Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Program</td>
<td>• Acquisition</td>
<td>• Prospective</td>
<td>• Mode n/a</td>
</tr>
<tr>
<td>• Presentation</td>
<td>• Creation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Consultation</td>
<td>• Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Other</td>
<td>• Lending</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Preservation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Instruction

- Program
- Presentation
- Consultation/Drop-In
- Other _________________
- **Instruction/Program**: The transfer of knowledge or skills through *formal* interaction and *active* user engagement.
- **Instruction/Presentation or Performance**: The transfer of knowledge or skills through *formal* interaction and *passive* user engagement.
- **Instruction/Consultation**: The transfer of knowledge or skills through *informal* interaction.

Example: One virtual, archived webinar program aimed at Nevada library staff to go over the 2018 LSTA application process. It will be interactive, with Q&A and audience participation. Outcomes will be increased understanding of new application format, the application timeline, outputs vs outcomes, project management via structured activities and Gantt timeline, allowable costs, in-kind vs local cash, and the reviewers’ evaluation rubric. This will result in stronger applications with fewer errors/omissions from 100% of participants.

Evaluation method: participant survey

2) Content

- Acquisition
- Creation
- Description
- Lending
- Preservation
- Other
- **Content/Acquisition**: The acquisition of materials/collections/resources.
- **Content/Creation**: The design or production of an information tool or resource.
- **Content/Description**: The application of standardized descriptive information for purposes of control, organization & retrieval.
- **Content/Lending**: The provision of a library’s physical and/or electronic resources and collections through the circulation of materials.
- **Content/Preservation**: Maintaining materials in an optimal condition.

3) Planning

- Prospective
- Retrospective
- **Planning/Prospective**: The design, development, or assessment of *future* operations, services, or resources.
- **Planning/Retrospective**: The assessment of a completed project.

4) Procurement

- **Procurement**: The purchasing of facilities, equipment/supplies, hardware/software, or other materials that are *not content related*, but support library infrastructure.
Section 7, Project Partners

7.1 Project Partners, Formal – List formal partners, their area of operation and legal organization type (see Instructions), and describe how their contributions will help achieve the project’s outputs and outcomes. Include an estimate of their in-kind or cash match contributed resources in Section 8, Project Budget. Attach signed partnership agreements.

- A library or non-library entity that will contribute specific deliverables to the project
- Attach partnership agreements

7.2 Project Partners, Informal - List informal partners - organizations that support your project but with whom you have no formal project agreement in place. Describe how their contributions will help achieve the project’s outputs and outcomes. Attach letters of support.

- A library or non-library entity that will assist in the project’s planning, implementation, and promotion/marketing, but will not be contributing specific deliverables
- Attach letters of support

Section 8, Project Sustainability

8.1 Project sustainability. Do you anticipate continuing this project after the funding period ends? Please explain. If yes, what are your plans for sustainability and continuity? How will the scope or level of effort change?

Sustainability = Maintaining Outcomes, institutionalizing the process
Sustainability ≠ Maintaining all activities and/or all staff, getting more LSTA funding

- Plans for the future: sustain/maintain/expand/end?
- How will this path be determined?
- Funding: reallocation of resources or alternative funding?
- Level of effort: Increase or decrease support?
- Scope: change in intent, activities, primary audience, partners, or locale?
### Section 9, Project Timeline

#### 9.1 Timeline

List all project implementation activities and indicate (with an X) when they will occur on the timeline. Include activities to be used towards match.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gantt Chart</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual way to breakdown project activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will help ensure your schedule is workable w/available staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>List all Implementation Activities</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Nevada State Library, Archives and Public Records

LIBRARY SERVICES AND TECHNOLOGY ACT
Section 10, Project Budget

10.1 Project Budget & Narrative. Whole dollar amounts only. Fields do not auto-calculate - please enter TOTAL amounts and double check your math. See Instructions for each category’s definitions and required information. See the allowable expenses Tip Sheet for details on what may be purchased with LSTA funds. Questions? Contact the LSTA coordinator.

Aligning Activities and Outcomes with Costs

- What are you purchasing and why?
- How did you arrive at these figures?
- Are the costs reasonable?

Match

- A 10% match is required for Competitive and Mini grants
- Match may be local cash, in-kind, or a combination.
- Example: a project requesting $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).
- In Budget Description section, indicate whether expenses are LSTA, Local Cash Match or In-kind Match
- Evaluation Rubric, 5 Bonus Points: Library/agency commitment is demonstrated with new resources to support the project.
- Note: Lost revenue is not allowed for matching funds.

NOT allowable LSTA expenses per 2 CFR 200, subpart E

- Food and drink
- Lobbying expenses
- Items/services not related to the project and its timeline
- Fundraising
- Classroom book sets, textbooks, equipment/AV for the classroom
- Fixed assets
- See Allowable Costs Tip Sheets: https://nsla.libguides.com/2018LSTA/General

Indirect Costs

- Capped at 10% for 2018
Whole $$ numbers only. Fields do not auto-calculate. Double check math.

<table>
<thead>
<tr>
<th>Description</th>
<th>LSTA</th>
<th>Local Cash/In-Kind</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries/Wages/Benefits</strong></td>
<td>$50,000</td>
<td>$5,000</td>
<td>$55,000</td>
</tr>
<tr>
<td>Description</td>
<td>Number of FTEs (40 hours week)</td>
<td>Job descriptions</td>
<td>Indicate whether LSTA, Local Cash or in-Kind</td>
</tr>
<tr>
<td></td>
<td>o LSTA Coordinator, 1 FTE, (LSTA), $50,000 (indicate fringe if any)</td>
<td>o Admin. Assistant, .15 FTE (In-Kind), $4,000</td>
<td>o Temporary staff, 100 hrs @ $10/hr, (Local Cash) $1,000</td>
</tr>
<tr>
<td><strong>Consultant Fees</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Description</td>
<td>Attach RFPs, Scopes of Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Description</td>
<td>Include justification, number of people, destination, length of stay</td>
<td>Purpose must be specific to project</td>
<td></td>
</tr>
<tr>
<td><strong>Supplies/Materials</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Description</td>
<td>Books, supplies, moveable furnishings go here</td>
<td>Acquisition of any of these items should not be the primary purpose of the project</td>
<td></td>
</tr>
<tr>
<td><strong>Equipment Over $5,000 per unit</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Description</td>
<td>Tangible property having a useful life of more than one year and a per unit cost of $5,000 or more</td>
<td>Must support specific program component</td>
<td>Must be preapproved by IMLS prior to project funding.</td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the services and name of vendor</td>
<td>Review IMLS Guidance on Advertising and PR to ensure promotional services are allowable</td>
<td></td>
</tr>
<tr>
<td><strong>Indirect Costs</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Rate %</td>
<td>(a cap of 10% is imposed for FFY 18)</td>
<td>Incurred costs that cannot be readily isolated or identified with just one project or activity.</td>
<td>10% cap for FFY 18</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$50,000</td>
<td>$5,000</td>
<td>$55,000</td>
</tr>
</tbody>
</table>
Section 11, Project Supporting Materials

11.1 Attach supporting materials (in a separate file). These may include letters of support, partnership agreements, technology specifications, images, layouts, or anything else that you feel will support your project and budget. If salaries are requested, provide job descriptions; if a contracted service is a major component, provide copies of RFPs and bids.

- Partnership agreements
- Citations from reports supporting the Statement of Need
- LSTA funded staff job descriptions
- Sample evaluation tools
- Other information that supports your grant narrative, e.g. information about research based models
- RFPs, Scopes of Work, and expertise of any consultants to be used
- Collection development plan for project (needed if funds are requested for materials)
- Additional Budget description pages
- Additional Activities pages

Section 12, Application Certification

12.1 Project Title: LSTA Webinar

12.2 Applicant Name & Library Jurisdiction: Sulin Jones, Nevada State Library, Archives and Public Records

12.3 WE, THE UNDERSIGNED, CERTIFY the project application named above 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.

Receipt of this application by NSLAPR does not guarantee that my library will be awarded funding for the 2017 federal grant year.

Or whomever is authorized to accept federal grant funding

Signature of President, Board of Trustees

Jeff Kintop

Signature of Library Director

Sulin Jones

Signature of Project Director

Date Signed

12-05-17
3. EVALUATION RUBRIC

Overall Merit

• 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
Instructions: Rate the sections according to the rubric provided

Grant Applicant:  
Initial Total Points:  
Project Title:  
FINAL Total Points:  

SECTION 1. NEED/OPPORTUNITY  20 POINTS POSSIBLE

Initial Score:  
Final Score:  

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-20</td>
<td><em>Need</em> for project is clearly documented with data sources and relevant to LSTA goals. Realistic progress can be made in the project, the appropriate people and agencies are involved and have submitted letters of commitment/support.</td>
</tr>
<tr>
<td>10-15</td>
<td>Development of <em>Need</em> seems reasonable but relies on missing information, data sources are not clearly indicated; limited references to appropriate people and agencies.</td>
</tr>
<tr>
<td>5-10</td>
<td><em>Need</em> is not fully supported, with limited or no references to data sources; appropriate people and agencies related to target group are missing.</td>
</tr>
<tr>
<td>0-5</td>
<td>Serious deficiencies in statement of <em>Need</em>, significant information lacking.</td>
</tr>
</tbody>
</table>

Notes/Questions:

SECTION 2. BENEFITS/OUTCOMES TO TARGET AUDIENCE  10 POINTS POSSIBLE

Initial Score:  
Final Score:  

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-10</td>
<td><em>Benefits</em> to the <em>Target Audience</em> are clearly described with sufficient information to link to the <em>Need</em>; <em>Outcomes</em> clearly stated and appropriate to the project.</td>
</tr>
<tr>
<td>0-5</td>
<td>The <em>Benefit</em> to the Target Audience and <em>Outcomes</em> seem reasonable; however, information is incomplete.</td>
</tr>
</tbody>
</table>

Notes/Questions:
**SECTION 3. EVALUATION**

**15 POINTS POSSIBLE**

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-15</td>
<td>Evaluation is clearly stated, measurable, and appropriate to the project; responsibility is assigned and includes appropriate people/agencies and appropriate partners.</td>
</tr>
<tr>
<td>5-10</td>
<td>Evaluation plan seems reasonable; some factors may not be assigned or clearly stated.</td>
</tr>
<tr>
<td>0-5</td>
<td>Serious deficits in evaluation plan, missing information, unclear; responsibility not assigned.</td>
</tr>
</tbody>
</table>

**Notes/Questions:**

**SECTION 4. LSTA GOALS & LOCAL PLANNING DOCUMENTS**

**10 POINTS POSSIBLE**

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-10</td>
<td>Clearly identifies LSTA and Local goals/objectives that apply to project.</td>
</tr>
<tr>
<td>0-5</td>
<td>Lists some LSTA and Local goals/objectives that apply to the project, but not both; LSTA or local goals don’t appear connected to project.</td>
</tr>
</tbody>
</table>

**Notes/Questions:**

**SECTION 5. IMPLEMENTATION**

**20 POINTS POSSIBLE**

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-20</td>
<td>Activities of the project are clearly stated, measurable, and appropriate to the project.</td>
</tr>
<tr>
<td>10-15</td>
<td>Implementation plan seems reasonable but relies on unknowns.</td>
</tr>
<tr>
<td>5-10</td>
<td>Concerns with implementation plan.</td>
</tr>
<tr>
<td>0-5</td>
<td>Serious deficiencies in implementation plan, significant information is missing.</td>
</tr>
</tbody>
</table>

**Notes/Questions:**
## SECTION 6. BUDGET  
### 15 POINTS POSSIBLE + 5 BONUS

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-15</td>
<td>Budget is clearly stated, appropriate to the project, and complies with LSTA and grant categories; matching funds are clear – no calculation errors.</td>
</tr>
<tr>
<td>5-10</td>
<td>Budget is clearly stated, some budget items do not appear appropriate to the project, match listed but not clear, complies with LSTA and grant categories – may have calculation errors.</td>
</tr>
<tr>
<td>0-5</td>
<td>Budget appears incomplete, budget items critical to the success of the project are missing, match is missing, budget items do not appear appropriate to the project, several calculation errors.</td>
</tr>
<tr>
<td>Bonus 5</td>
<td>Library/agency commitment is demonstrated with new resources to support the project.</td>
</tr>
</tbody>
</table>

**Initial Score:**  
**Final Score:**

Notes/Questions:

## SECTION 7. OVERALL MERIT  
### 10 POINTS POSSIBLE

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-10</td>
<td>Overall project merit is outstanding for services to users.</td>
</tr>
<tr>
<td>0-5</td>
<td>Improvement of library/information services.</td>
</tr>
</tbody>
</table>

**Initial Score:**  
**Final Score:**

Notes/Questions:

## CONDITIONS FOR AWARD

Identify any budget concerns or other recommendations regarding the funding of this project:
ELIGIBILITY REQUIREMENTS

- **Public Libraries**: Must meet the Minimum Standards for Public Libraries;
- **School Libraries**: The school district employs at least one certified library/media specialist;
- **Academic Libraries**: Be accredited by the Northwest Commission on Colleges and Universities
- **Library Consortia**:
  - Be a Nevada local, regional, or statewide cooperative of library entities which provides for the systematic and effective coordination of resources of school, public, academic, and/or special libraries and information centers, for improved services for the clientele of such library entities [20 U.S.C. 9122(2)]; and
  - Have a formal organized structure that includes governance, membership, long range planning and regular funding components.
- **Non-profit library related organization**:
  - Be a non-profit entity registered with the Nevada Secretary of State; and
  - Have tax exempt status under the Internal Revenue Section 501(C)3.
WEBINAR PARTICIPATION CERTIFICATION

1. Complete the survey

http://nsla-nv.libwizard.com/2018LSTAWebinar
CONTACT US

Tammy Westergard, Assistant Administrator, twestergard@admin.nv.gov
Norma Fowler, Library Consultant, nfowler@admin.nv.gov
Sulin Jones, LSTA Coordinator, sulinjones@admin.nv.gov
Website: http://nsla.nv.gov/LSTA/