February 2018

Dear State Council on Libraries and Literacy Members,

The next Council meeting will be held on April 17 in Carson City with a videoconference location in Las Vegas. This meeting will include the review of the 2018 LSTA competitive grant applications. Below is an outline of the review steps:

**Application packet:**
The application review packet has been uploaded in digital format to Google Drive. You don’t need a Google account to access and download these files, but since applications are confidential until the April 17 meeting, you will need an invitation, which will be sent to your email address we have on file.

- If you’d prefer printed copies, please let me know.

The folder labeled **1. Reviewer Docs** contains instructions (this document), a scoring sheet, a blank rating form, LSTA allowable costs and outcome based evaluation information, and a copy of NSLAPR’s current LSTA plan.

- All of these documents are also on the SCLL LibGuide: [https://nsla.libguides.com/SCLL/LSTAreview](https://nsla.libguides.com/SCLL/LSTAreview)
- Each Applicant has a folder containing the grant application and any supporting documents they’ve provided.
- For help with Google Drive, visit: [https://support.google.com/drive/answer/2424384?hl=en&ref_topic=14940](https://support.google.com/drive/answer/2424384?hl=en&ref_topic=14940)

**Meeting Preparation:**
- Watch the Application video and/or review the PowerPoint slides (links on LibGuide)
- Read each application and make notes: does anything need clarification, does any section need strengthening or further development? Refer to the “Considerations” section of the LibGuide and also the following:
  - Is the Statement of Need supported by evidence?
  - Does the budget support the project and the activities?
  - Is the timeline realistic?
  - Do all of the pieces fit together into a complete whole? Do the Inputs (time, money, resources, staff) create Activities that make sense? Do the Activities generate outputs (circulation, page hits, attendance, etc.) that will lead to the desired Outcomes (benefits/consequences/changes in attitude, skills, behavior)?
- Evaluate each rubric section and give an initial score (if you feel comfortable).
- Please remember, applications are confidential until the April Council Meeting
- If you have questions about anything, let me know!

**Meeting process:**
During the April 17 meeting, each applicant will be invited to participate in a 15 minute question and answer session (either in person, via videoconference, or telephone conference). This is not meant to be a presentation; rather the Q&A provides an opportunity for you to ask for more details and clarify any questions that arose during your review of their projects.
After the Q&A, Council will have an open discussion during which you’ll be able to make recommendations, revise your initial ratings and adjust your scores. At the conclusion of the discussion, final scores will be tallied by NSLAPR staff and rankings submitted for approval (an agendized action item).

- Rating forms become part of the grant record; you will be asked to submit them so don’t include identifying information (your name, initials, etc.)

If you have problems opening the folders, or need anything, please don’t hesitate to ask: sulinjones@admin.nv.gov or 775-684-3340

Thank you,
Sulin