2019 LSTA Mini Grant Instructions

General Information

- Grant amount: up to $10,000 per eligible library.
- Total Available funding: $210,000
- Application Deadline: Cycle 1: May 15, 2019 for a July 1, 2019 project start date
  Cycle 2: August 15, 2019 for an October 1, 2019 project start date (funds permitting)
- Submit application and signature forms to: nslaprlsta@admin.nv.gov

Eligibility
This Mini Grant opportunity is available to all eligible Nevada libraries. Eligibility requirements are here:

Funding
There is $210,000 available for Mini Grants during Federal Year 2019. Projects of up to $10,000 will be considered. Libraries may submit multiple applications, and have multiple funded projects, but total FFY 2019 award per library jurisdiction is $10,000. Funds will be awarded in 2 application cycles. All applications received by the posted due dates will be considered but are subject to funding availability. Once the full $210,00 is awarded, Mini Grant applications will no longer be accepted.

If the application is approved for funding, the sub-grantee may not obligate or encumber grant funds prior the effective date of the Grant-in-Aid (GIA) award. GIA start dates will be driven by the timely receipt of this application. End dates will be determined by the ending date listed in Section 2.2 of this application. Project expenditures made prior to the start of the grant period will be considered pre-award and must be funded locally.

Funding Categories
NSLAPR supports Mini Grant projects in 3 areas: Lifelong learning, Technology, and Institutional Capacity. 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. Projects must also align with and advance at least one of the goals from Nevada’s LSTA 5 year plan, 2018-2022. The four goals are:

- **Goal 1**: Strengthen Nevada libraries' ability to effectively respond to community needs through assessment, planning and training.
- **Goal 2**: Encourage Nevada libraries to develop and use partnerships and collaboration to maximize user resources and services throughout the state.
- **Goal 3**: Nevada libraries will provide responsive learning environments for Nevada residents.
- **Goal 4**: Build capacity of libraries to meet user identified access needs.

The LSTA Plan for Nevada has been approved by the U.S. Institute of Museum and Library Services and directly relates to the federal LSTA purposes and priorities of the Library Services and Technology Act (LSTA) (20 U.S.C. § 9121). It is the basis for funding all projects. Nevada’s LSTA 5 year plan, 2018-2022 is available here:

There are no favored categories of grant or applicant.
Category Descriptions

- **Lifelong Learning**
  For projects that will encourage people to participate in their Library’s communal efforts towards literacy and education and/or connect people with each other to support an enriched, engaged, and inclusive community. Examples include Grade level reading, Summer/Winter Reading programs, diversity and inclusion, personal skills building (technology, digital, financial, health, etc.), language learning, civic engagement, and productive aging.
  - You are strongly encouraged to include a collection development component in your project’s budget (supplies/materials category) to support learning activities.

- **Technology/Edge Initiative**
  For projects that focus on improving technology to meet needs of library users and staff and/or provide accessibility through assistive technology. Examples include charging stations, software licenses, assistive technology, accessible workstations, web design services, tablets (specific to project activities), early literacy stations, networked printers/scanners for the public, wifi hotspots, etc.
  This grant may also be used to fund a subscription to the *Edge Initiative* to help assess current technology resources and plan for future needs.

- **Institutional Improvement**
  Projects that serve to improve library operations and services but fall outside of the scope of the Lifelong Learning and Technology categories. When appropriate, attach local planning documents that align with the project (i.e., a collection development project must advance local Collection Development plans). Project examples include: evaluation of existing services or collections, planning for new or expanded services or collections, and staff (including volunteers and board) professional development activities.

**Match**
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. In *Section 10, Project Budget*, list your 10% match in the “Local Cash/In-Kind” column and describe whether the match is either local cash or in-kind.

**When/where is the application due?** Submit a signed & complete electronic copy of the application via email to nslaprlsta@admin.nv.gov. NSLAPR no longer requires hard copies with original signatures, but you must retain the original document with your grant records, following LSTA retention schedules (FFY 19 grants: retain until Dec. 31, 2026).
Submission of an application is not binding upon the applicant nor upon the Nevada State Library, Archives and Public Records (NSLAPR). Submitted applications become public information.

**Appeals Process**
Applicant Libraries whose LSTA grant applications are denied funding may appeal for reconsideration. The applicant library should submit a letter of appeal in writing, including detailed reasons, facts, and the remedy sought, within 30 days from the date that the applicant was notified that their grant was denied funding. The LSTA Coordinator will review the appeal and provide recommendations to the Nevada State Library, Archives and Public Records Division Administrator, who will respond as appropriate to the situation.
Application Evaluation
Mini Grants are evaluated and ranked internally by NSLAPR staff to ensure that budget expenses are allowable and that outcomes align with LSTA federal and state priorities. Strong applications will be clear in intent; have a Statement of Need supported by evidence (data); describe attainable Outcomes that result in a change in knowledge, skills, attitudes, enjoyment, or behavior for the target audience; show evidence of planning; have realistic budgets and timelines; and have well defined inputs, activities, outputs. They will also be evaluated for viability, sustainability and community impact. You may receive detailed project recommendations in the areas outlined above. Project funding recommendations are submitted to the NSLAPR Administrator for final approval.

Budget Guidelines
Reimbursement Only: NSLAPR will reimburse grant recipients for project expenditures. Grant recipients are responsible for the timely payment of their vendors’ invoices. Budget items must be allowable under federal and state law and federal OMB regulations. See Allowable Costs Tips on the Nevada 2019 LSTA Libguide, under IMLS Guidance. Allowable costs include:

Reimbursement Documentation: Submit Reimbursement Requests with appropriate documentation of expenditures. Acceptable source documentation includes:
- legible copies of receipts
- legible copies of invoices
- detailed printouts from the grantee’s fiscal software showing payment

The receipts/invoices/printouts must include the vendor name, date, quantity, unit cost, and an accurate description of the goods or services provided. The receipts/invoices/ printouts items must be clearly mapped to the Reimbursement Request form.

NOTE: NSLAPR funds this program through the Library Services and Technology Act (LSTA) as administered by the Institute for Museum and Library Services (IMLS). IMLS does not allow use of LSTA funds in support of library management activities involving fundraising, advocacy, general marketing, or library design and construction.

Reporting Requirements
A final report, consisting of activity summaries and data sets, user surveys, target audience outcomes, lessons learned, anecdotal information, and a financial section is required and must be submitted within 60 days of the end of the project.

Section 1, Applicant Information
1.1 DUNS Number: This number is provided by Dun & Bradstreet and is required for all organizations who obtain federal contracts or grants. The DUNS Number may be assigned to your library or the agency directly responsible for library operations. Don’t have a DUNS Number? Get one here: http://fedgov.dnb.com/webform//

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 5)

1.4 Address: The mailing address for the applicant library – street, route or post office box. Don’t forget the city & ZIP!
Section 2, General Project Information

2.1 Project Title: The official title of your project—descriptive & short! Avoid two-part titles or acronyms.

2.2 Start Date/End Date: The start date and end date of your project. No expenses may be encumbered before or after these dates. The final report is due 2 months after the project end date.

2.3 Project Category: Select the category that best describes your project. Descriptions are on Page 2. If you have any questions about how your project might fit into these funding categories, please contact the LSTA coordinator.

2.4 Project Budget Summary: Transfer final figures for LSTA, Local Cash/In-Kind, and Project Total from Section 5.

2.5 Project Summary: Briefly and clearly summarize what you want to do and why. How will it help your primary audience, what are the benefits, why are you the best organization to do this project? This section will be short and concise. Consider it your 30 second elevator speech. Details will come in Section 3.

2.6 Partners: Indicate whether you have project partners. If yes, list them and whether they are formal (you have written agreements on project deliverables) or informal. Attach any formal agreements.

2.8 Project Intent: These are IMLS subject categories. Select the one that best represents your project.

3.1 Statement of Need: What is the Need, the challenges or the gaps in service that are facing your project’s primary audience? What are the symptoms and causes? The Statement of Need will present facts and evidence, so explain how you know the need is actually a problem and not a perception. Use qualitative or quantitative comparative data to illustrate your point. Please don’t confuse your organization’s needs with those of your project’s primary audience. Cite your sources, whether Census data, circulation data, or even phone book data (showing a scarcity of arts and cultural venues, for instance). See https://nsla.libguides.com/2019LSTA/GrantWritingResources for links to some well-known data sets. Unsupported assumptions will not be considered.

3.2 Proposed Solution to Need: What will you do to address the need as stated in 3.1? Why is this solution the best solution and why is your library the best organization to make it happen? This is an overview, the 30,000 foot version of your solution. Details, the actual implementation activities, will come in section 3.4.

3.3 Benefits/Outcomes: What do you wish for your project to accomplish? How will it impact/affec primary audience and what changes in behavior, attitude, skill, or understanding would you like for them to experience as a result of participating in the project’s activities? Explain how this outcome was selected and how you determined that your approach will provide the best solution. Describe what success looks like.
3.4 Implementation Activities: In this section, describe all of the activities that are part of your Solution to the Need. Describe what you’ll do and the tangible things you’ll acquire or create for your primary audience. For each Activity, explain the activity’s purpose and target beneficiaries, plus any high-level results that you anticipate. Attach additional sheets if needed.

Note: Your project activities will all fit into one of the four standardized LSTA Activity categories as identified by IMLS: Instruction, Content, Planning/Evaluation, and Procurement. To be considered an Activity, the action must account for at least 10% of the total amount of resources (the budget, both LSTA and Local Cash/In-Kind) committed to your project. You can list up to 10 different activities, but group like items together. Activities are also associated with Modes and Formats that relate to how an Activity is implemented. See Figure 1 below. Example: If your budget has a line item for the purchase of printed books & ebooks, one of the project Activities will be Content-Acquisition, Physical & Digital. List this, then describe what you’ll buy, why you decided on these items, how the end user will get access, and why it matters to them. A related activity will be Content-Lending, where you’ll describe how you’ll track usage of these newly acquired items and how this tracking will help determine outcomes. Please contact the LSTA Coordinator with questions!

<table>
<thead>
<tr>
<th>Activity</th>
<th>Mode</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>Program</td>
<td>In-person</td>
</tr>
<tr>
<td></td>
<td>Presentation/ performance</td>
<td>Virtual</td>
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<tr>
<td></td>
<td>Consultation/Drop-in/Referral</td>
<td>In-person &amp; virtual</td>
</tr>
<tr>
<td>Content</td>
<td>Acquisition</td>
<td>Physical</td>
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<tr>
<td></td>
<td>Creation</td>
<td>Digital</td>
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<tr>
<td></td>
<td>Preservation</td>
<td>Physical &amp; Digital</td>
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<td></td>
<td>Description</td>
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<tr>
<td></td>
<td>Lending</td>
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<tr>
<td>Planning/Evaluation</td>
<td>Prospective</td>
<td>In-house</td>
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<td></td>
<td>Retrospective</td>
<td>3rd party</td>
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<tr>
<td>Procurement</td>
<td>n/a</td>
<td>n/a</td>
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</tbody>
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Figure 1

Activity/Mode Combinations and Definitions:

- **Instruction/Program**: The transfer of knowledge or skills through *formal* interaction and *active* user engagement.
- **Instruction/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.
- **Content/Acquisition**: The acquisition of materials/collections/resources.
- **Content/Creation**: The design or production of an information tool or resource.
- **Content/Preservation**: Maintaining materials in an optimal condition.
- **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.
- **Planning/Prospective**: The design, development, or assessment of *future* operations, services, or resources.
- **Planning/Retrospective**: The assessment of a completed project.
- **Procurement**: The purchasing of facilities, equipment/supplies, hardware/software, or other materials that are *not content related*, but support library infrastructure.
3.5 Relevance to Nevada LSTA and Local Planning Documents: Describe how this project advances the Nevada LSTA Goal selected in 2.8. Describe how it ties to local planning documents (your strategic, collection, technology, etc. plan).

3.6 Evaluation Activities: How success will be defined and measured? What tools will be used to evaluate the activities in 3.5? What are your measurement indicators (such as circulation, program participation, or staff hours saved if you are procuring technology)? Include any pre- and post-assessments, surveys, benchmarks, and observations. Also describe how you’ll use the required LSTA surveys in your evaluation process (see: https://nsla.libguides.com/2019LSTA/Surveys). Public libraries: consider using Project Outcome’s free survey tools as well: https://www.projectoutcome.org/surveys-resources.

Evaluation example for a family reading program:

- Intended Outcomes: Adults will read to children more often.
- Indicators: Number and percent of parents or other caretakers who read to children 5 times/week or more.
- Data Source(s): Participant interviews.
- Target for Change: At the end of year one, 75% of participating parents and other caretakers will read to children in their care 5 times per week or more.

3.7 Promotional Activities: How will you promote and share this project? How will you make sure your primary audience is aware of opportunities? How will you make sure your partners, elected officials, and community leaders are aware of your project? Include plans for crediting IMLS on promotional items and tagging IMLS and the Nevada State Library on social media using the following hashtags: #IMLSgrant (across social media platforms) and Facebook: @Institute of Museum and Library Services, @NevadaStateLibrary.

3.8 Supporting Materials In this section, list any supporting materials you are attaching (letters of support, partner agreements, equipment specs, etc.)

Section 4, Project Budget

4.1 Project Budget – The “inputs” that make your project come alive. Provide a description of expenditures for each budget category. Requests must be for reasonable, necessary, and allowable expenditures that are necessary to achieve the project’s goal. Attach additional pages if necessary. 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. Plan carefully: once budgets are approved and projects funded, reallocations between budget categories that are more than 10% of that category are considered contract changes and must be approved by NSLAPR’s Deputy Attorney General. Fields do not auto-calculate - please enter TOTAL amounts and double check math.

Budget items, both LSTA and Match, should tie directly to Activities in section 3.4. If you’re asking for salaries, there needs to be an Activity, such as an Instructional Program, for which these salaries are used. If you’re asking for “things” like books and/or technology, these need to be for an Activity that will support outcomes (in other words, you cannot get a grant to buy stuff, but you can buy stuff if it directly supports your project).

NOTE: in the Description section of each budget category, designate whether the item is to be funded with LSTA, Local Cash, or In-Kind.

- Cash: all other financial support 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.
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➢ **In-kind:** contributions from the library’s current budget may be used to the extent that they are devoted exclusively to this project and may include staff time, library materials, equipment, building space, utilities, and other operating costs.

- **Salaries/Wages/Benefits:** For staff contributing directly to the project. Include position titles, job duties, hourly rate, and number of FTEs. **Note:** LSTA funds should not be used to fund existing employee salaries.

- **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 and demonstrate that the consultant is qualified to perform the intended work or service. Attach relevant RFPs, the Scope of Work, or consultant bids.

- **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. Include technology hardware/software and furnishings in this category if the per unit cost is less than $5,000. **Note:** Acquisition of any of these items should not be the primary purpose of the project.

- **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. Requests for equipment or other assets must be connected to a significant and/or specific program component in the application and **must be preapproved by Nevada’s IMLS federal program manager.** Provide specifications for these items and explain how they will meet your project’s LSTA goal (Section 5).

- **Services:** The cost of services provided by a vendor. Include a description of the services and name of vendor. Review IMLS Guidance on Advertising and PR to ensure promotional services are allowable.

- **Indirect Costs:** Includes allowable indirect costs. An indirect cost is an organization’s incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as “overhead costs.” Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization. **NOTE:** For FFY 19, NSLAPR has placed a 10% cap on indirect cost rates.

### Section 5, Timeline

**5.1 Timeline:** List all project implementation & promotional activities and indicate (with an X) when they’ll occur. Include activities to be used towards match!

### Section 6, Certifications

**6.1 Agreements:** Checking each box indicates the applicant library understands and agrees to perform each of the required tasks. The tasks are mandatory, libraries awarded LSTA funds may not opt out.

**6.2 Application Certification:** Enter the official title of your project, the name of the person completing the application and the full legal name of the applicant library, system, school district, or other agency. The persons authorized to apply for federal funds on behalf of the applicant jurisdiction should sign and date the certification.

**6.3 Eligibility Certification:** To be eligible to apply for LSTA funds, each applicant library and participant library must certify to NSLAPR that it meets all of the eligibility criteria in this section. The person authorized to apply for federal funds on behalf of the applicant jurisdiction should sign and date the certification.