**State Library of North Carolina - Library Services and Technology Act**

# EZ BASIC EQUIPMENT GRANT
# 2010-2011

## PROGRAM-SPECIFIC INFORMATION & GUIDELINES

### 1. What is this grant program and its purpose?

This grant program is intended to help eligible libraries have sufficient up-to-date computers to ensure that their users have access to the Internet and online content. These grants are to fund basic hardware/equipment needs (e.g., computers for public access, equipment/software for persons with disabilities using public access computers, computer training lab equipment, scanners).

LSTA Technology Grants are available to accommodate more complex infrastructure needs.

This grant program helps achieve Goal 3 of the *Library Services & Technology Act Five-Year Plan 2008-2012* (available at http://statelibrary.ncdcr.gov/lsta/plan2008-12.pdf),

> *Goal 3 − Promote equal access to 21st century library services for all North Carolinians by providing contemporary and evolving technologies to our state's libraries through programs designed to address infrastructure, resources, and services.*

These grants are supported by Library Services and Technology Act funds awarded to the State Library of North Carolina by the federal Institute of Museum and Library Services.

### 2. Who may apply?

The following libraries are eligible to apply for these grants:

- public libraries that qualify for grants from the Aid to Public Libraries Fund;
- community college libraries;
- libraries serving the constituent institutions of the University of North Carolina (which includes libraries serving the Area Health Education Centers);
- libraries serving the member institutions of North Carolina Independent Colleges and Universities;
- qualifying state agency libraries;
- qualifying special libraries; and
- the State Library of North Carolina.

For definitions of qualifying state agency libraries and special libraries, refer to **Appendix A.**

**An eligible library or organization may submit only one application for an LSTA EZ Basic Equipment Grant in this grant round.** A "library" is the eligible public library system or an administratively separate library in an academic institution. [i.e., *A public library system is inclusive of all outlets making up that system (e.g. Nantahala Regional Library). An institution is the parent institution of the library (e.g. UNC-Greensboro). Administratively separate libraries in an academic institution are those libraries with separate administrative and reporting structures within the institution (e.g., the University Library, the Health Sciences Library, and the Law Library at UNC-Chapel Hill)*].

### 3. What amount of funds may be requested?

The maximum amount that may be requested is $25,000; and the minimum is $2,500.

### 4. Are local matching funds required?

**Yes.** Basic Equipment Grants require local matching funds.

- The local contribution must equal a minimum of 25% of the amount of federal funds requested. The match is a 1 to 4 ratio of matching funds to grant funds. Example: If the grant amount requested is

$20,000, the local match must be at least $5,000, and the total project cost will be at least $25,000 ($20,000 grant funds + $5,000 local funds).

- The match may come from any combination of local or state funds or funds from non-governmental agencies (e.g. foundations, service clubs). Federal funds and local administrative overhead costs may **not** be used as match.

Matching funds must be
- spent for the same categories of allowable expenses as the grant funds;
- spent during the same allowable expenditure period as the grant funds (see Section #8 - Grant program timeline, in the *General Information & Provisions* document at http://statelibrary.ncdcr.gov/lsta/GenInfoProvs10-11.pdf ;
- available at the time a funded library signs the grant agreement.

No expenditures of either grant or local matching funds may be made until library representatives and the State Librarian sign the grant agreement.

**5. How may the project funds be used?**

Grant funds are to be used to support user Internet access in a library.

***Allowable purchases:***
- **Computer hardware**, e.g. public access workstations, including sufficient memory, storage, peripherals (i.e. printers, scanners, network cards), and **computer furniture**. This includes hardware and furniture for **handicapped-accessible** workstations. Network computers ("thin client" applications) are eligible if the library already has the necessary server and software infrastructure to use them.
- **Equipment to support computer training in a library**
- Basic operating and communications **software** and related utility software to access the Internet. A basic office automation software package, to support effective use of Internet resources, may be included. Software necessary to enable users with disabilities to access Internet resources may be included. Other software is not eligible.
- One-time services such as **wiring** and **installation** charges.

Proposed hardware purchases (e.g. computers, printers) must be suitable for the project's purposes. Successful applicants may be asked to modify their requested purchases if reviewers note potential issues with the proposed specifications. The North Carolina Office of Information Technology Services provides the following regularly-updated minimum standards for computer purchases. Applicants may use these standards as a guideline for their proposed purchases in this grant program: http://www.scio.state.nc.us/documents/docs_ITVolumePurchasing/Standard_Configurations_for_PCs.pdf .

**Use of LSTA funds for certain allowable purchases may require public libraries or public elementary and secondary school libraries to comply with the federal Children's Internet Protection Act (CIPA).**

**These purchases include the following:**

- **Computers used to access the Internet.**
- **Other items and services associated with accessing the Internet, including hardware, software, peripherals, network components, and accompanying installation costs. Specific examples include servers; workstations and the components that comprise a workstation; hubs, routers, cabling, modems, and other components of the network infrastructure; operating system software; Internet service provider (ISP) charges; and installation charges.**

**The CIPA certification form is available at <http://statelibrary.ncdcr.gov/lsta/cipa.htm>.**

***Unallowable expenses:***

- Computers for library staff.
- Equipment for placement in a facility that does not meet the definition of an eligible library as defined in North Carolina's LSTA Plan (see page 14 of *Library Services & Technology Act Five-Year Plan 2008-2012* at http://statelibrary.ncdcr.gov/lsta/plan2008-12.pdf). "Virtual libraries" without qualified staff, established to meet the needs of distance learners, do not meet this definition.
- **Ongoing operating costs**, such as monthly Internet Service Provider (ISP) fees.
- **Add-on or separate applications software** not specified as eligible above.
- **"Overhead"** or **indirect/administrative costs.**

**6. What is the basis for selecting projects for funding?**

To be eligible for consideration, an application must be received by the stated deadline. The following factors and criteria will be used to determine priority for funding among the eligible applications.

**Need and Impact on Adequacy**

- The extent to which a library currently meets the adequacy standards for minimum numbers of user Internet workstations will be a factor in determining priority for funding. Further information about the standards is available at http://statelibrary.ncdcr.gov/lsta/need-workstations10-11.pdf. Priority will be given to libraries that do not meet the minimum adequacy standards.

- A library that has already achieved the minimum adequate number of user Internet workstations may request additional workstations, or may request replacements for existing workstations; **however**, the library must justify the number of workstations requested.

- Reviewers will consider the seriousness of the current problem(s) affecting user access to the Internet and the degree to which the problem(s) will be addressed by the proposed project.

- The extent to which computers and related equipment for training purposes, or other proposed equipment, are justified, appropriately evaluated, and shown to benefit users' access to and use of online and electronic resources.

**See Section #1 of *General Information & Provisions* document for 2010-2011 LSTA grants (http://statelibrary.ncdcr.gov/lsta/GenInfoProvs10-11.pdf) for additional factors and issues that may be taken into account in the review of all grant proposals and selection of applications for funding.**

**7. For further information about this grant program:**

Questions about the Basic Equipment Grants should be directed to Penny Hornsby, Federal Programs Consultant, State Library of North Carolina, at 919-807-7420 or penny.hornsby@ncdcr.gov .

SLNC 12/09

## APPENDIX A

## DEFINITIONS OF QUALIFYING LIBRARIES

These definitions are from North Carolina's *Library Services and Technology Act Five-Year Plan 2008-2012* <http://statelibrary.ncdcr.gov/lsta/plan2008-12.pdf>.

**State Agency Libraries:** Libraries that are part of a state government agency, including libraries that serve staff and residents of rehabilitative and correctional institutions.

**Special Libraries:** Libraries operated by professional, scientific, or trade associations, governments, hospitals, or other organizations, agencies, or institutions primarily to serve their own specialized clientele. To qualify a special library must be willing to share resources either through public access on site or through interlibrary loan within the state.

**A library meeting one of the above definitions must first meet these broad policy guidelines for eligibility to apply for LSTA funds.**

- Every library or organization defined as eligible to apply for LSTA funds must be either publicly funded (receive at least 51% of its operating funds from tax dollars) or not-for-profit (recognized as tax-exempt by the Internal Revenue Service).
- An eligible school library must be headed by a full-time certified school media coordinator. Other eligible libraries must be headed by a trained library professional with a masters degree in library and information science from a graduate library education program accredited by the American Library Association or by a regional accrediting organization.
- Every eligible library must have a cataloged collection of information resources, designated space, a materials budget, and be open a minimum of 20 hours per week.
- For collaborative projects one partner must be designated as the "lead" library to accept and administer the grant. The lead library in a collaborative project must meet all eligibility requirements.

**State Library of North Carolina - Library Services and Technology Act**

# EZ BASIC EQUIPMENT GRANT
# 2010-2011
# Application

***DUE DATE: Original and required copies must be received by 5:00 p.m. February 18, 2010, in the Library Development Section Office, Room 310A.***

**INSTITUTION / LIBRARY** _____

**MAILING ADDRESS:** _____

_____

**U.S. CONGRESSIONAL DISTRICT** (in which institution is located)**:** _____

**PROJECT MANAGER, NAME / TITLE:** _____

**PHONE:** _____ **FAX:** _____ **EMAIL:** _____

**PROJECT FUNDS (whole dollars):** **Grant Amount Requested** **$** _____
Grant request maximum $25,000; minimum $2,500) **+**
**Matching Funds** **$** _____
(Match must equal at least 25% of grant amount requested)
**Total Project Funds =** **$** _____

**ABSTRACT:** Provide a brief abstract of your project in the space below. See instructions on the following page.

**CERTIFICATION AND SIGNATURES**

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying institution/library.

| | |
|---|---|
| Printed name of library director | Printed name & title of local government or institutional authorizing official |
| Signature, Library Director | Signature, above official |
| Date | Date SLNC 12/09 |

**ABSTRACT INSTRUCTIONS**
The abstract should ***clearly and concisely*** summarize your project. The abstract must not exceed the space available on the signature page (page 1). The abstract should only include information that is in the body of the proposal.

**INSTRUCTIONS FOR PREPARING AND COLLATING YOUR APPLICATION**
Refer to Section #9 in the *General Information & Provisions* for LSTA Grants 2010-2011 at http://statelibrary.ncdcr.gov/lsta/GenInfoProvs10-11.pdf .

**It is critical that you review all grant program information and guidelines before completing this application. See:**

- *Program-Specific Information & Guidelines* for LSTA EZ Basic Equipment Grant 2010-2011 (within this document, preceding this application form; also, http://statelibrary.ncdcr.gov/lsta/BEGGLApp10-11.pdf), and
- *General Information & Provisions* for 2010-2011 LSTA grants at http://statelibrary.ncdcr.gov/lsta/GenInfoProvs10-11.pdf .

**1. PROJECT DESCRIPTION & JUSTIFICATION**

a. Describe the project you wish to carry out. What do you propose to purchase?
*Use only the space provided below.*

b. Explain the need for this project.
- What is the extent of the current problem(s) affecting user access to the Internet and online resources? How will the proposed purchases improve services to your users and their access to these resources?
  - If your library already meets or exceeds the minimum adequate number of user Internet workstations, you must justify the requested number.
  - If workstations will be replaced, you must justify why they need to be replaced; explain why the workstations are inadequate.
  - If the project is about equipment for training (or other uses), describe the current demand for and lack of available resources to meet the need, and how availability of these resources will improve services for users.

**TIP:** If the project includes furniture, be sure to include justification for this purchase.

## 2. USERS AND RESOURCES

a. Complete the appropriate space below to show the number of eligible library users.

**For community college libraries:**
Use data from Table 26 "Annualized Average Annual Full-Time Equivalent," Curriculum and Continuing Education Full-Time Equivalent (FTE) 2007-2008 posted at <http://statelibrary.ncdcr.gov/lsta/ccfte0708.htm>.
Source: *2007-2008 Annual Statistical Reports* (North Carolina Community College System).

| | |
|---|---|
| FTE Students | |

**For libraries serving public and private colleges and universities:**
Use data from Table 5 "FTE Degree Credit Enrollment" of Statistical Abstract 2007-2008 found at <http://www.northcarolina.edu/stat_abstract/index.php>
Source: *Statistical Abstract of Higher Education in North Carolina 2007-08* (The University of North Carolina, July 2008).

| | |
|---|---|
| FTE Students | |

**For public libraries:**
Use data from Table 1, Library Profile, at the State Library's web site: <http://statelibrary.ncdcr.gov/ld/plstats/0708/0708table01.pdf>.
Source: *Statistical Report of North Carolina Public Libraries, July 1, 2007-June 30, 2008* (State Library of North Carolina, December, 2008).

| | |
|---|---|
| Legal Service Area Population | |

**Definitions of FTEs and Legal Service Population** may be found in *Measures of Need: Computer Workstations for User Access to the Internet 2010-2011* available at <http://statelibrary.ncdcr.gov/lsta/need-workstations10-11.pdf>.

## 2. USERS AND RESOURCES, continued

b. User Access Workstations (All applicants complete this section.)

For every library location in your system/institution, list the current number of workstations for **user access** to the Internet and the number requested for purchase with these grant funds. Provide figures for **all** locations/branches, not just the locations for which you are requesting equipment.

As stated in *Measures of Need: Computer Workstations for User Access to the Internet 2010-2011* (http://statelibrary.ncdcr.gov/lsta/need-workstations10-11.pdf), evaluations for this grant program will be based on the total number of workstations available to users in an academic library or a public library system—not on the basis of the number of workstations in a single facility.

| **Facility** | **Workstations** | | |
|---|---|---|---|
| *(list each library location on a separate line)* | *Current* | *Requested* | *TOTAL* |
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| **SYSTEM TOTALS** | | | |

[Note: Numbers in Current and Total columns may be the same if some of the Current workstations will be replaced.]

c. If you are proposing to purchase network computers ("**thin client**" applications), does the library already have the necessary server and software infrastructure to use them? (Server and software for thin clients are not an allowable grant expense.)

Yes, already available _____ and/or Budgeted _____

d. Computer Training Lab

If you are proposing equipment for a computer training lab, describe where training will take place, tell who will provide training and their experience and qualifications for delivering training. Provide your plans for the type and number of classes you plan to offer.

e. Handicapped Accessible Equipment and Software

If your project includes purchasing computer workstations and/or software to aid handicapped users in accessing the Internet and online resources, describe plans for

- adequate technical support to keep the workstations functioning (e.g., library or institution staff responsibility and training, service contracts, etc),
- training library staff and users in effective use of the specialized equipment/software, and
- making potential users aware of the accessible equipment.

## 3. EVALUATION

How will you evaluate the success of this project in meeting the user needs you identified in Item 1?

## 4. BUDGET

*Round total amounts to whole dollars.*

| | Quantity | Unit Cost | LSTA $ | | Local $ | | Total $ |
|---|---|---|---|---|---|---|---|
| **a. Computer workstations** | _____ | _____ | _____ | + | _____ | = | _____ |
| **b. Network cards** | _____ | _____ | _____ | + | _____ | = | _____ |
| **c. Printers** | _____ | _____ | _____ | + | _____ | = | _____ |
| **d. Other computer hardware** | _____ | _____ | _____ | + | _____ | = | _____ |
| _____ | _____ | _____ | _____ | + | _____ | = | _____ |
| _____ | _____ | _____ | _____ | + | _____ | = | _____ |
| **e. Software** | _____ | _____ | _____ | + | _____ | = | _____ |
| **f. Furniture** | _____ | _____ | _____ | + | _____ | = | _____ |
| **g. Wiring** | _____ | _____ | _____ | + | _____ | = | _____ |
| **h. Installation** | _____ | _____ | _____ | + | _____ | = | _____ |
| | _____ | _____ | _____ | + | _____ | = | _____ |
| **i. TOTAL PROJECT COSTS (a.-h.)** | | | _____ * | + | _____ ** | = | _____ |

***** Grant funds requested must equal at least $2,500, but cannot exceed $25,000. Costs exceeding the maximum grant amount of $25,000 must be paid from local sources.

** Local **matching** funds must equal at least 25% of the LSTA grant request (i.e. a 1 to 4 ratio, or 20% of total project costs).

## 5. BUDGET NARRATIVE

a. Provide a detailed description of **equipment** that will be purchased (make and model, specifications). Be sure to include complete specifications for **ALL** equipment. (Use worksheet at 5.c on the next page and/or attached sheets.)

| |
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| Applications that do not include **complete** specifications for equipment will **not** be considered for funding. |

Provide descriptions, specifications and explanations of **any other** computer equipment, software, furniture, and installation or wiring purchases for this project. If not listed on the worksheet, provide the information on a separate sheet.

**b. Matching Funds**

The required local matching funds must be available by the time the library signs the grant agreement. **Describe the source of the matching funds** (i.e. where they will come from), when they will be available, and who is guaranteeing the match.
(If necessary, you may use a separate sheet.)

**5.c. Worksheet**

Fill out this worksheet, and/or attach separate sheets, to indicate make, model #'s and **complete** specifications for **all** the equipment you plan to purchase for this project. Attach this worksheet to your grant application. Make extra copies of the worksheet if necessary.

The North Carolina Office of Information Technology Services provides the following regularly-updated minimum standards for computer purchases. Applicants may use these standards as a guideline for their proposed purchases in this grant program:
http://www.scio.state.nc.us/documents/docs_ITVolumePurchasing/Standard_Configurations_for_PCs.pdf

| **Computer make:** | |
|---|---|
| **Computer model:** | |
| **Component** | **Grant Purchase Specifications** |
| **Processor Speed (GHz)** | |
| **RAM (MB or GB)** | |
| **Hard Disk Size (GB)** | |
| **Optical Disk Drive Type** | |
| **Monitor Type and Size** | |

**List make, model #'s and complete specifications for any other Equipment included in the budget:**

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**List any Application Software included in the budget:**

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**Provide specifications for any other proposed expenditures:**

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## 6. CIPA CERTIFICATION AND COMPLIANCE

**Every public library that submits an application for funding to the State Library must include one original of the Internet Safety Certification document <http://statelibrary.ncdcr.gov/lsta/SafetyCert2010.pdf> as part of its application package.** However, most libraries will not be subject to CIPA compliance as a result of receiving LSTA funds.

Those interested in compliance information should read the LSTA CIPA Compliance Information document at <http://statelibrary.ncdcr.gov/lsta/compliance10.pdf>.

If you have questions regarding CIPA certification and compliance, please contact Grant Pair at grant.pair@ncdcr.gov or 919-807-7408.

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**Do not include this instruction page with your application.**
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**APPLICATION CHECKLIST:** A complete application package will include:

_____ Application signature page signed by appropriate persons.
_____ Complete proposal that responds to every required section of the application.
_____ Complete budget table, with figures that add up correctly.
_____ Budget narrative and explanation of source and availability of matching funds.
_____ **1 original application** with certifying signatures **in blue ink**, **plus 15 copies** (16 total).
_____ **1 original** of the required **CIPA** certification form (public libraries).

**SUBMISSION & FORMAT INSTRUCTIONS:** Make sure that your application is prepared according to the recommended format. Refer to instructions in Section #9 of *General Information & Provisions* for LSTA Grants 2010-2011 at http://statelibrary.ncdcr.gov/lsta/GenInfoProvs10-11.pdf .

**DELIVERY INFORMATION**

***DUE DATE: The complete application package must be received by 5:00 p.m. February 18, 2010, in the Library Development Section Office, Room 310A.***

| **Delivery by commercial service (e.g. FedEx, UPS), or hand delivery: RECOMMENDED** | **Delivery by US Postal Service:** |
|---|---|
| LSTA Grant Applications<br>Library Development Section, Room 310A<br>State Library of North Carolina<br>Archives & State Library Building<br>109 E. Jones Street<br>Raleigh NC 27601 | LSTA Grant Applications<br>Library Development Section<br>State Library of North Carolina<br>4640 Mail Service Center<br>Raleigh NC 27699-4640 |

**Warning: To be considered, applications must be received in the Library Development Office by the 5:00 p.m. February 18, 2010, deadline.**
To assure on-time receipt by the State Library, applicants are strongly encouraged to use a commercial service and the Jones Street address. Packages sent via US Postal Service and Mail Service Center address (even Express Mail) frequently encounter delivery delays, and the US Postal Service does **not** deliver to the Jones Street address. Any application not received by the deadline will not be eligible for consideration.

**Do not include this instruction page with your application.**