

State Library of North Carolina – Library Services and Technology Act

LSTA TECHNOLOGY GRANT 2010-2011

Program-Specific Information & Guidelines

1. What is this grant program?

LSTA Technology Grants are intended to provide applicant libraries with **the opportunity to carry out technology-intensive projects to improve library services or access to resources.**

- Technology Grant projects may involve a single library, or they may be collaborative projects led by a lead library with additional library partners.
- Projects will generally be implemented within a single grant year, but multi-year projects may be considered. (Complete guidelines for multi-year grants are available at <http://statelibrary.ncdcr.gov/lsta/multiyear1011.pdf>.)
- Applying for these grants involves a two-step process: 1) eligible libraries must submit a Letter of Intent, and 2) only libraries whose Letter of Intent is approved may submit a full application. See details in #3 of *General Information & Provisions* for 2010-2011 LSTA grants at <http://statelibrary.ncdcr.gov/lsta/GenInfoProvs10-11.pdf> .

Technology Grants are supported by Library Services and Technology Act (LSTA) funds awarded to the State Library of North Carolina by the federal Institute of Museum and Library Services. This grant program supports the implementation of North Carolina's *Library Services & Technology Act Five-Year Plan 2008-2012* (available at <http://statelibrary.ncdcr.gov/lsta/plan2008-12.pdf>.)

2. Who may apply?

The following libraries are eligible to submit a Letter of Intent:

- 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 may propose an LSTA Technology Grant by itself or in collaboration with other libraries. If the proposed project is collaborative, one eligible library shall apply as the "lead library" on behalf of the other participating libraries. The lead library will manage the project, which includes acting as fiscal agent, serving as primary contact for the project, maintaining records and paperwork generated by the grant, assuring the successful implementation of the project, and taking responsibility for completion of final reports. Participating libraries may be of different types and are not required to be eligible libraries as defined for this grant program.

Only libraries that submit a Letter of Intent by November 17, 2009, and receive authorization to submit a full application are eligible to apply for an LSTA Technology Grant.

An eligible library or organization may submit only one application for an LSTA Technology 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 preparation is necessary?

LSTA Technology Grant proposals must be user-focused and clearly justified. Prior to applying, applicants must have:

- Determined a clearly identified user need(s) for services or resources that can be addressed with the aid of technology;
- Determined how the proposed project will address these user needs;
- Developed a user-centered evaluation process to determine the success of the project;
- Established that the project is consistent with the library’s mission and goals; and
- Established that the project helps meet the goals of the State Library of North Carolina’s LSTA Plan, available at <http://statelibrary.ncdcr.gov/lsta/plan2008-12.pdf>. The project must clearly support Goal 3, Technology, and at least one of the other goals (Goal 1, Services, or Goal 2, Resources).

Applicants considering extensive, complex, or collaborative projects should first apply for an LSTA Planning Grant. Proposals that lack evidence of sufficient planning will not be funded.

For certain types of technology-intensive projects, the State Library provides tipsheets containing additional information applicants should consider before developing their proposals. Tipsheets are available at <http://statelibrary.ncdcr.gov/lsta/tipsheets.htm>.

[Automated Systems Tipsheet](#)

[Wireless Laptop Training Labs Tipsheet](#)

In addition, all applicants should consider contacting State Library staff for assistance in developing project proposals.

4. How may the project funds be used?

LSTA Technology Grant proposals will consist largely of technology expenditures, including such items as hardware, software, network infrastructure, and installation costs. Other allowable expenditures may include non-technology items such as training and furniture. A proposal that includes non-technology expenditures totaling 25% or more of total project costs may not be suitable for this grant category, and strong justification will be required for such a proposal to be competitive.

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). Information on CIPA, with guidelines and all required forms, is available at <http://statelibrary.ncdcr.gov/lsta/cipa.htm>.

Neither grant funds nor local funds used for match may be committed or expended prior to award of grant funds and final execution of the grant agreement by representatives of the library and the State Librarian. A library may not sign a contract with a consultant until the grant agreement is fully executed.

Ineligible Expenses

- Grant funds may **not** be used to cover annual ongoing costs (e.g., monthly telecommunication charges).
- Grant funds may not be used for administrative "overhead" or indirect costs.

5. What amount of funds may be requested?

The maximum grant request is \$100,000 for a single library system and \$150,000 for a collaborative project. There is no minimum request requirement.

6. Are local matching funds required?

Yes. Technology Grant project budgets must include local matching funds. These funds must be clearly documented in the application and meet the following guidelines.

- The local contribution to the project 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 \$100,000, the local match must be at least \$25,000, and the total project cost will be at least \$125,000 (\$100,000 grant funds + \$25,000 local funds).
- All of the cash match must be from local or state funds or funds from non-governmental agencies (e.g. foundations, service clubs). **Other federal funds and local administrative overhead costs may not be used as local match.**
- The local contribution may be a combination of cash and library staff salary and benefits.
- Salary and benefits for existing staff who will work with the project may be used for up to 25% of the required local match. Applicants must indicate the role of staff member(s) with regard to the project and must provide hourly pay rate and benefits calculations information as well as the number of hours the staff will work on the project.
- Matching funds must be from source(s) clearly explained in the grant application.
- Matching funds must be available at the time a funded library signs the grant agreement.
- Matching funds must be available and spent during the same time period as the grant funds: 2010-2011 grants **and match** are to be spent in the 2010-2011 fiscal year (July 1-June 30).

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

7. What is the basis for selecting projects for funding?

To be eligible for consideration for funding, a library must

- have submitted a Letter of Intent and have been authorized to submit a full application, and
- have submitted a full application that is received by the deadline of 5:00 p.m. February 18, 2010.

Proposals will be judged according to how well they address the following requirements:

- Demonstrate a clearly identified user need(s) for services or resources that can be addressed with the aid of technology;
- Demonstrate how the proposed project will address these user needs;
- Employ a user-centered evaluation process to determine the success of the project;
- Explain how the project is consistent with the library's mission and goals; and

- Explain how the project helps meet the goals of the State Library of North Carolina's LSTA Plan, found at <http://statelibrary.ncdcr.gov/lsta/plan2008-12.pdf>.

Technical aspects of the proposal will also be considered in the review process. In particular, proposals for projects covered by State Library tipsheets will be judged on the degree to which the proposal incorporates the tipsheet guidance.

8. What else do applicants need to know?

General Information & Provisions for LSTA Grants

Applicants must be familiar with the information and requirements for 2010-2011 LSTA grants provided in the *General Information & Provisions* document at <http://statelibrary.ncdcr.gov/lsta/GenInfoProvs10-11.pdf>. There you will find essential information such as: additional factors that may be taken into account in the review of all grant proposals and selection of applications for funding; timelines; submission instructions; grant payment procedures; and legal requirements.

Procurement

Grant Provisions for this program (included in the document cited immediately above) include the federal regulation requiring grantees to conduct all procurement transactions in a manner providing full and open competition consistent with the standards of 45 CFR 1183.36. Local and state provisions may be more stringent. State requirements are available upon request.

9. For further information

Questions about the LSTA Technology Grant should be directed to Grant Pair, Assistant State Librarian for Statewide Development Programs, 919-807-7408, grant.pair@ncdcr.gov.

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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.