



North Carolina Department of Cultural Resources
State Library of North Carolina
Administration and Library Development

Beverly Eaves Perdue, Governor
Linda A. Carlisle, Secretary

Mary L. Boone, State Librarian

MEMORANDUM

TO: LSTA Grant Project Manager

FROM: Raye Oldham, Federal Programs Consultant
Library Development Section, State Library of North Carolina

DATE: August 2011

SUBJECT: 2011-2012 Fully Executed Grant Agreement and Other Important Information

This memorandum includes important information about your federally funded Library Services and Technology Act (LSTA) grant. Please share this information with all appropriate persons in your library and in other relevant offices.

Fully Executed Grant Agreement

Enclosed is a fully executed original of the grant agreement between your library and the State Library of North Carolina. This agreement became effective upon the date that all parties had signed; from that date forward it was allowable to begin spending project funds. [To facilitate project implementation we previously sent you an email notification confirming that the State Library's representative had signed your agreement and that you could proceed to make project expenditures.]

Grant Reimbursement

Grant payments are made on a reimbursement basis. There is a form to use each time you request reimbursement of grant funds: the "Grant Reimbursement / Payment Request & Matching Funds Report" (an MS Excel document with tabs for instructions, example, and reimbursement form) is available at <http://statelibrary.ncdcr.gov/lsta/Reim-BudgRev-Forms1112.htm>. Be sure to include all matching expenditures as well. A completed reimbursement form must be signed and accompanied by documentation of project expenses (i.e. complete and readable invoices, receipts, etc.). It is suggested that requests be submitted quarterly during the course of the project; do not wait until the final deadline. This ensures a more even flow of funds back to your library and helps our Department of Cultural Resources manage its funds allocations effectively. **Send requests at any time you have significant expenditures**, or according to the following schedule. Submit the final request as early as possible.

- October 15
- January 15
- April 15 – minimum of 75% of grant funds by this date
- July 15 – final deadline to submit reimbursement requests

NOTE: June 30, 2012 is the date by which all project funds must be spent for 2011-2012 projects.

(continued on page 2)

Budget Revision Request Form

Changes in the use of project funds require prior approval from the State Library. Budget revision requests must include a summary of the dollar changes and a justification for the requested change(s). The Budget Revision instructions and form (a spreadsheet document with several tabs) are available online at <http://statelibrary.ncdcr.gov/lsta/Reim-BudgRev-Forms1112.htm>. You may submit revision requests by email to raye.oldham@ncdcr.gov.

Grant Acknowledgement

We have enclosed a **Sample Media Release** that we encourage you to customize for publicizing your grant award. Remember that any project announcements/programs/activities/publications must acknowledge the support of these grant funds from the federal Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the State Library of North Carolina, a division of the Department of Cultural Resources. The media release is also available online at <http://statelibrary.ncdcr.gov/lsta/LSTA-media-release1112.doc>.

Final Report

The State Library will provide report forms. You will submit the majority of your final report via an online form that will be available at the State Library's LSTA website. See an example at <http://statelibrary.ncdcr.gov/lsta/report10-11.htm> (for 2010-2011 projects).

As you will see in the 2010-2011 example, the report includes a narrative report, summary expenditure report, certification form, and any supplemental materials such as publicity items. The narrative report components include

- project purpose;
- primary users and services;
- activities/methods, and how the funds were spent;
- outputs, i.e. numerical measures;
- outcomes (if applicable to your project), i.e. indicators of changes in the target audience's skills, knowledge, behavior, attitude, status, or life condition brought about in part as a result of the project;
- any other results, including lessons learned; and
- anecdotes.

Additional specific information may also be requested depending on the grant you received.

Be sure to record and retain all appropriate baseline data to use for comparative purposes at the end of your project. Also, plan to capture the anecdotes and stories during the course of the project that show evidence of the difference that the grant-funded services and resources make for your library users.

Project Records

Keep a grant project file of all grant-related documentation: a copy of your original application, grant information and guidelines, award letter, signed grant agreement, copies of all reimbursement requests and expenditure documentation, any approved budget revisions, and the final report. Also keep copies of any publicity or other materials generated from the project – for your records and so that you can include copies in your final project report. The retention period requirements for the grant records are stated in your grant agreement.

We wish you all the best as you proceed to implement your project and we encourage you to contact us any time you have questions. Ms. Raye Oldham, 919-807-7423 or raye.oldham@ncdcr.gov.

Enclosures (2)