

State Library of North Carolina - Library Services and Technology Act

EZ BASIC EQUIPMENT GRANT 2011-2012

DOCUMENT OUTLINE

Section 1, Program-Specific Information & Guidelines
Section 2, Application Instructions
Section 3, Application Form

PROGRAM-SPECIFIC INFORMATION & GUIDELINES, Section 1

GRANT PURPOSE

The purpose of this grant is **to help eligible North Carolina libraries meet the needs of their users for access to the Internet, computer literacy, 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.

ELIGIBLE LIBRARIES

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 and the Law Library at UNC-Chapel Hill)].

FUNDS

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

MATCHING FUNDS

Matching funds are required for all 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/GenInfoProvs11-12.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 after the library representatives and the State Librarian sign the grant agreement.

USE OF FUNDS

Grant funds are to be used to support user Internet access in a library. 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.nc.gov/library/pdf/itVolumePurchasing/Standard_Configurations_for_PC.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>>.

ALLOWABLE EXPENDITURES

- 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.

UNALLOWABLE EXPENDITURES

- 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.

FUNDING CRITERIA

To be eligible for consideration, a complete 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

- 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 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-workstations11-12.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.
- 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.

ADDITIONAL INFORMATION

Contact your liaison consultant or Raye Oldham, Federal Programs Consultant, State Library of North Carolina, at 919-807-7423 or raye.oldham@ncdcr.gov.

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.

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.

APPLICATION INSTRUCTIONS, Section 2

- Review the General Information & Provisions for 2011-2012 LSTA Grants linked below and the Program-Specific Information & Guidelines in Section 1 of this document.
<<http://statelibrary.ncdcr.gov/lsta/GenInfoProvs11-12.pdf>>.
- Beginning on page 2 of the Application Form, provide responses to each of the following. Then complete page 1 of the Application Form.

1. USERS AND NEED

- a. Who is your target audience and why?
- b. What is the extent of the current problem(s) affecting users?
- c. How will the proposed project improve services to your users?

2. PROJECT DESCRIPTION

This is a one-page overview of your entire project and should be written after the remainder of your application is completed. It should be clear, succinct, and persuasive, and it should be written for reviewers who may not be familiar with your library or with the technical aspects of your project. Explain how the project you wish to carry out will improve services to your users and their access to resources. *Do not exceed one page for the project description.*

3. GOALS

- How does the proposed project support your library's mission and goals?
- How does the proposed project support the goals of the State Library of North Carolina's LSTA plan <<http://statelibrary.ncdcr.gov/lsta/plan2008-12.pdf>>?

4. OUTCOMES

List the specific results your project is designed to achieve. What changes do you want to see in the target audience's behavior, attitudes, skills, knowledge, status or condition?

5. EVALUATION

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

6. NUMBER OF USERS AND WORKSTATIONS

- a. Provide the **number of eligible library users (FTE Students/Legal Service Area Population)** in the table below.
 - **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>>.
 - **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).
 - **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).
 - **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).

Do not include this instruction page with your application.

- b. User Access Workstations (transfer information to #6 on application form) 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 2011-2012* <<http://statelibrary.ncdcr.gov/lsta/need-workstations11-12.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.

FTE Students/Legal Service Area Population			
Facility <i>(list each library location on a separate line)</i>	Workstations		
	<i>Current</i>	<i>Requested</i>	<i>TOTAL</i>
SYSTEM TOTALS			

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.

Do not include this instruction page with your application.

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.

7. BUDGET TABLE WORKSHEET (transfer information to #7 on application form)

Round amounts to whole dollars.

	<u>Quantity</u>	<u>Unit Cost</u>	<u>LSTA</u>	<u>Local</u>	<u>Total</u>
a. Computers	_____	_____	_____	+ _____	= _____
b. Network cards	_____	_____	_____	+ _____	= _____
c. Printers	_____	_____	_____	+ _____	= _____
d. Other computer hardware	_____	_____	_____	+ _____	= _____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
e. Furniture	_____	_____	_____	+ _____	= _____
f. Software	_____	_____	_____	+ _____	= _____
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).

8. BUDGET NARRATIVE

- a. Provide a detailed description for **ALL** equipment that will be purchased. If the proposed project includes implementation of technology covered by an LSTA Tipsheet you **must** indicate in the appropriate places throughout your application that you have addressed the expectations stated in the Tipsheet. <<http://statelibrary.ncdcr.gov/lsta/tipsheets.htm>>

Do not include this instruction page with your application.

- b. Fill in the tables below (make extra copies as needed) to provide make, model #'s, and complete specifications for **all** the equipment you plan to purchase for this project. Applications that do not include complete specifications for equipment will **not** be considered for funding. **Transfer completed tables** to the application form.

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.nc.gov/library/pdf/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:

List any Application Software included in the budget:

Do not include this instruction page with your application.

9. MATCHING FUNDS (transfer information to #9 on the application form)

The required local matching funds must be available by the time the library signs the grant agreement. Confirm the required local match amount, the commitment to availability of the matching funds, and the source(s) they are coming from.

a.	Grant request amount	\$ _____	X 25% =	\$ _____	required match.
b.	The required local matching funds will be available by the time the library signs the grant agreement.				
c.	The source of the matching funds is . . .				

10. CIPA CERTIFICATION AND COMPLIANCE, if applicable (others respond with N/A)

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/SafetyCert2011.pdf>> as part of its application package.

Those interested in compliance information should read the LSTA CIPA Compliance Information document at <<http://statelibrary.ncdcr.gov/lsta/compliance11.pdf>>.

If you have questions regarding CIPA certification and compliance, please contact Timothy Owens at timothy.owens@ncdcr.gov or 919-807-7424.

APPLICATION CHECKLIST

Refer to Section #9 in the *General Information & Provisions* for LSTA Grants 2011-2012 <<http://statelibrary.ncdcr.gov/lsta/GenInfoProvs11-12.pdf>>.

- _____ Complete and signed application
- _____ Complete budget table, with figures that add up correctly.
- _____ **1 original application** with certifying signatures **in blue ink, plus 13 copies** (14 total).
- _____ **1 original** of the required **CIPA** certification form (public libraries).

DUE DATE

The complete application package must be received by **5:00 p.m. February 17, 2011**, in the Library Development Section Office, Room 310.

DELIVERY INFORMATION

To be eligible for consideration, applications must be received in the Library Development Office by the 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 to the Mail Service Center address (even Express Mail) frequently encounter delivery delays, and the US Postal Service does **not** deliver to the Jones Street address.

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

Do not include this instruction page with your application.

State Library of North Carolina - Library Services and Technology Act

EZ BASIC EQUIPMENT GRANT APPLICATION FORM, Section 3
2011-2012

DUE DATE: Original and required copies must be received by **5:00 p.m. February 17, 2011**, in the Library Development Section Office, Room 310.

INSTITUTION / LIBRARY _____

MAILING ADDRESS: _____

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

PROJECT MANAGER, NAME / TITLE: _____

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

(Grant request maximum \$25,000; minimum \$2,500) **Grant Amount Requested** \$ _____

(Match must equal at least 25% of grant amount requested) **Matching Funds** \$ _____

Total Project Funds = \$ _____

PROJECT ABSTRACT (clearly and concisely summarize your project in the space provided)

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 of library director

Signature of above official

Date

Date

EZ BASIC EQUIPMENT GRANT APPLICATION FORM

Build your application on the next few pages by typing your responses under each number and heading (from the Application Instructions). Provide information in tables for #6, #7, and #9.

1. USERS AND NEED

2. PROJECT DESCRIPTION

3. GOALS

4. OUTCOMES

5. EVALUATION

6. NUMBER OF USERS AND WORKSTATIONS

Answer c, d, and e here; use table below for a and b.

7. BUDGET TABLE, use table below

8. BUDGET NARRATIVE

9. MATCHING FUNDS, use table below

10. CIPA CERTIFICATION AND COMPLIANCE, if applicable (others respond with N/A)

6. NUMBER OF USERS AND WORKSTATIONS

FTE Students/Legal Service Area Population			
Facility <i>(list each library location on a separate line)</i>	Workstations		
	<i>Current</i>	<i>Requested</i>	<i>TOTAL</i>
SYSTEM TOTALS			

7. BUDGET TABLE

Round amounts to whole dollars.

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

9. MATCHING FUNDS

- a. Grant request amount \$ _____ X 25% = \$ _____ required match.
- b. The required local matching funds will be available by the time the library signs the grant agreement.
- c. The source of the matching funds is . . .