

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

**LIBRARY OUTREACH SERVICES GRANT APPLICATION
2011-2012**

*******ATTENTION*******

- THIS APPLICATION MAY ONLY BE COMPLETED BY A LIBRARY THAT**
- SUBMITTED A LETTER OF INTENT, AND**
 - RECEIVED APPROVAL TO SUBMIT A FULL APPLICATION.**

State Library of North Carolina - Library Services and Technology Act

**LIBRARY OUTREACH SERVICES GRANT
2011-2012
Application**

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 library is located): _____

PROJECT MANAGER, NAME / TITLE: _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

2011-2012 PROJECT FUNDS (in whole dollars)	Grant Amount Requested	\$
(minimum \$5,000; maximum \$50,000 for single library system, \$100,000 for collaborative project of multiple systems)		+
	Matching Funds	\$
(match must be at least 10% of grant amount requested)		
	Total Project Costs =	\$

YEAR # _____ **OF** _____

PROJECT TITLE: _____

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

CERTIFICATION AND SIGNATURES (please sign in blue ink):

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. The appropriate authorities of the applying library / institution have authorized this application.

Printed name of library director or media coordinator

Printed name & title: government or institutional
authorizing official, principal, superintendent

Signature of library director or media coordinator

Signature of above official

Date

Date

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 be written last and 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 2011-2012 at <<http://statelibrary.ncdcr.gov/lsta/GenInfoProvs11-12.pdf>>.

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

- *Program-Specific Information & Guidelines* for LSTA Library Outreach Services Grant 2011-2012 at <http://statelibrary.ncdcr.gov/lsta/LibOutreach_GL_11-12.pdf>, and
- *General Information & Provisions* for 2011-2012 LSTA grants at <<http://statelibrary.ncdcr.gov/lsta/GenInfoProvs11-12.pdf>>.

→ Tips:

- This application—NOT the Letter of Intent—will be the basis for determining whether or not your project is funded.
- When preparing your application, be sure to take into account the State Library's comments on the Letter of Intent you submitted.
- Remember that reviewers may not be familiar with any aspect of your library or with this project, so you must fully describe your project in the application.
- This application must reflect the factors and criteria set forth in “What is the basis for selecting projects for funding?” section of the 2011-2012 LSTA Library Outreach Services Grant *Program-Specific Information & Guidelines*. Reviewers will use these factors as checklists for evaluating proposals, so refer to the grant program guidelines to make certain that your plan is consistent with the criteria.

Do not include this instruction page with your application.

In addition to the cover signature page, this application has four parts:

Project Narrative

Budget

Partners

CIPA Certification and Compliance

Answer the following questions and provide attachments as necessary.

PART 1 – PROJECT NARRATIVE

1. Overview

- a. *Briefly* summarize the project you are proposing and describe its goals.
- b. Identify any partner institution(s) and their respective roles in the project. Explain why these institutions(s) are appropriate partners for this project.
- c. State the expected outcomes of this project for the targeted audience.

Multi-year projects

- d. Describe what activities will be undertaken (by which partners if applicable) and what outcomes will be expected in each year of the proposed project.

2. Needs Assessment & Planning

Your answers to the questions below should provide clear and persuasive information establishing why funding for this project is important. Describe the needs of the targeted audience and provide evidence that the project was designed to address the library and information needs of the target audience, not library needs.

Needs Assessment Process

- a. Who is the target audience and why did you select that group?
- b. Describe the process you used to assess the target audience's library and information needs.
- c. Who conducted the assessment and when was it done?
- d. What people and/or organizations provided information or opinions for the assessment? How did you involve the target audience in the assessment process? How did you involve groups associated with the target audience in the process?
- e. How is the target audience currently unserved or underserved?

Needs Assessment Results

- f. Summarize what you learned about the library and information needs of the target audience during the needs assessment process. Use relevant statistical data (provide actual numbers, not just percentages) and/or statements from knowledgeable sources to document and support the need. Cite sources for the data. Include information about the demographics of the target audience and the number of people who will directly benefit from this project.

Project Planning

- g. Describe the process you used to plan your project. How did you involve the target audience in your planning? How did you involve related organizations in planning?
- h. How did you make sure that the project plan reflects an understanding of the target audience and their life circumstances?
- i. How is the project plan consistent with your library's long-range or strategic priorities?
- j. Have you made certain that your project is consistent with your local policies?

3. Multiyear Projects (others respond with N/A)

Why have you proposed more than one year to implement your project?

4. Goal

- a. In a concise declarative sentence, state the goal of the project. (Your goal is the ideal condition you will strive to achieve, based on the defined need and framed in terms of what the target audience will gain.)
- b. Explain how representatives of the target audience were involved in the development of this goal statement. How did results of the needs assessment impact the goal?

5. Project Outcomes and Outputs

State at least one outcome for this project. The outcome statement will describe how the library will know if the project is successful. It is a qualitative measure of the project's benefit to the target audience.

You may also include one or more project outputs, which are quantitative measures to describe the project's success.

➔ **Tip:** For guidance in developing outcomes and outputs, see page 5 of the *Program-Specific Information & Guidelines* for this grant program.

Multiyear Projects

State the project outcomes for Year 2, and, if appropriate, for Year 3 of the project.

6. Action Plan

- a. Detail the staffing for the project, including temporary positions, and describe duties and special qualifications that staff must possess. Include a description of the roles and responsibilities of any partners.
- b. Describe the activities that you and any partners will carry out to implement the project. Be sure you include the activities to promote the program or services. Also include a timetable that includes essential activities, expected dates of completion, and names/positions of staff that will be responsible for the activities.

Multiyear Projects

- Provide a checklist of key results you expect to achieve in Year 1. This list will be one tool used by State Library staff to monitor progress and to help determine if funding for Year 2 of the project will be approved.
- List 5-8 key activities planned for Year 2, and, if appropriate, for Year 3 of the project.

7. Evaluation

Describe how you will determine the degree to which outcomes have been met and the extent to which you have addressed the gaps identified in the needs assessment. Be sure that your evaluation plan is a practical one, developed with the grant criteria in mind.

An effective evaluation plan that will measure your success in reaching project goals should incorporate both quantitative **outputs** and qualitative **outcomes**.

- Project **outputs** provide measures of project or program performance (e.g., number of participants, number of workshops taught) to tell numerical results of the project.
- Project **outcomes** describe the changes (or indicators of changes) in the target audience's skills, knowledge, behavior, attitude, status, or life condition brought about in part as a result of this project.

(If your evaluation plan includes both outputs and outcomes, you will be well prepared to complete the project report you will submit to the State Library.)

➔ **Tip:** For guidance in developing your evaluation plan, see page 6 of the *Program-Specific Information & Guidelines* for this grant program.

8. Local Commitment

Describe how your library plans to integrate your proposed services into your library's ongoing services. How do you plan to sustain the project's services after the grant funding ends? (It will not be sufficient to say, "We will approach our funding authority for additional money.") Your response should also demonstrate the support of library leadership and representatives of the governing agency/institution for this project.

Multiyear Projects

Multiyear applications are expected to move toward long-term sustainability as the project proceeds. Describe specific steps the library will take to maintain or increase the service. (Applicants will address the amount of funding in Part 2, #4b, "Budget Narrative for Multiyear Project Applicants.")

9. Community Partners

- a. Describe your work with other organizations that provide services to the target audience. What was their role in project planning and decision-making?
- b. If any of these organizations will be involved in the project's implementation, describe their roles and responsibilities. If any organizations identified as providing services to the target audience and obvious as appropriate partners in this project, will *not* be involved in implementation, then you must explain why they are not involved.
- c. At the end of the proposal, attach the "Partner Commitment Letter" from the CEO or director of each project partner. (See "Part 3 – Partners" below.) Partner Commitment Letters should be from those organizations that are contributing something of value to the project — more than just endorsing this "good idea".

PART 2 – BUDGET

1. Budget Table for Single Year Projects AND for Year 1 of Multiyear Projects

Use the table found in Appendix A of this packet to provide the estimated costs required to carry out the project.

2. Budget Narrative - How LSTA and local funds will be spent

Explain and justify the LSTA and local funds required to implement project activities. Provide a clear explanation for each expenditure listed on the Budget Table, both LSTA and local funds. Justify all expenditures (i.e. show how expenditures will support the project's outcomes) and show any calculations. Make sure the link to project activities is clear. Nothing should appear in the table that has not been included in the narrative of the project.

To determine allowable and unallowable uses of project funds and for details about the matching funds requirements, consult the Program-Specific Information & Guidelines for this grant program (<http://statelibrary.ncdcr.gov/lsta/LibOutreach_GL_11-12.pdf>). Contact State Library of North Carolina staff if you have any questions.

The total amount requested for each category should accompany the justification.

- Equipment - List all equipment to be purchased including brand names, makes and models, specifications, etc. Tell how the equipment will be used in the project.
- Library Materials - Detail type and quantities of materials to be purchased.
- Salaries and Benefits - Detail salaries and benefits for any temporary staff that will be hired to assist in carrying out the project, and for any salaries and benefits for permanent staff whose time will be used as in-kind match. Include the number of hours to be worked each week on the project. Remember that existing full-time staff may not be paid with grant funds and that no more than 25% of your total match may come from in-kind staff salaries and benefits.
- Contractual Services - Describe services to be provided by contract. Be specific. If contracting with an individual, include their qualifications.
- Supplies - Give a description of project supplies needed. Supplies include postage and printing costs.
- Other - Describe all other expenses (example: travel costs).

3. Matching Funds - where local funds will come from

The required local matching funds must be available by the time the library signs the grant agreement. Describe the source of the matching funds, when they will be available, and who is guaranteeing the match.

Remember that existing full-time staff may not be paid with grant funds and that no more than 25% of your total match may come from in-kind staff salaries and benefits.

4. Budget for Multiyear Projects

(Others respond N/A)

4a. Budget Table for 2-Year and 3-Year Projects

Use the table found in Appendix B of this packet to provide the anticipated total costs of the project for **Year 2** and **Year 3**.

4b. Budget Narrative for Multiyear Projects

If you introduce new types of expenses in Year 2 and/or Year 3, or if the expenditures will differ significantly from Year 1, include narrative detail similar to that provided in #2 above.

To demonstrate local commitment, the project budget in Year 2 and, if appropriate, Year 3, must reflect at minimum the required percentage increase in local funding and decrease in grant funding. Explain why you believe it will be possible to sustain the service with local funds once the grant is over.

PART 3 – PARTNERS

Partner Commitment Letter(s)

Include a “Partner Commitment Letter” from the chief executive officer (CEO) or director of each partner organization demonstrating the organization’s support for and involvement in the proposed project.

The letter should be written by the CEO and should not be a “pro forma” letter. The contents will be used to evaluate the collaborative partnership and should, at a minimum, clearly:

- Describe the partner organization and the reasons for their interest in the project.
- Explain the role that the partner organization and its representatives played in planning the project, including the needs assessment and determination of the project focus and specific outcomes.
- Detail the ways in which the partner organization will be fully involved, including shared authority and decision-making.
- List the financial and other contributions of the organization. If the partner organization is providing matching funds, state this specifically and provide brief details.
- For Multiyear Project Applicants: Letters from partners must demonstrate their commitment to the entire project and must clearly describe the role they will play throughout the project.

PART 4 – CIPA CERTIFICATION AND COMPLIANCE

Most libraries will not be subject to CIPA compliance as a result of receiving LSTA funds. However, **every public library that submits an application for funding to the State Library must include one original of the Internet Safety Certification document as part of its application package.** <<http://statelibrary.ncdcr.gov/lsta/SafetyCert2011.pdf>>

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.

SUBMISSION & FORMAT INSTRUCTIONS

Make sure that your application is prepared according to the recommended format. Refer to instructions in Section #9 of the *General Information & Provisions* for LSTA Grants 2011-2012 at <http://statelibrary.ncdcr.gov/lsta/GenInfoProvs11-12.pdf>.

APPLICATION CHECKLIST

- _____ Application signature page signed by appropriate persons.
- _____ Complete proposal that responds to every required section of the application.
- _____ Complete budget table for 2011-2012 (*Appendix A*), with figures that add up correctly.
- _____ Budget narrative and explanation of source and availability of matching funds for 2011-2012.
- _____ Budget table (*Appendix B*) and narrative for years 2 and 3, if applicable.
- _____ Partner Commitment Letter from the CEO of each partner organization, if applicable.
- _____ **1 original application** with certifying signatures **in blue ink, plus 22 copies** (23 total).
- _____ **1 original** of the required **CIPA** certification form
(for public libraries and libraries in public elementary and secondary schools).

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.

APPENDIX A

Budget Table for Single Year Projects AND for Year 1 of Multiyear Projects

This page provides an overview of the necessary dollars required to carry out the project. Use the required "Budget Narrative" (Part 2, #2) to give a more detailed explanation of the costs in each category and any calculations used.

	<u>Quantity</u>	<u>Unit Cost</u>	<u>LSTA \$</u>	<u>Local \$</u>	<u>Total \$</u>
1. Equipment	_____	_____	_____	+	_____ = _____
2. Library materials	_____	_____	_____	+	_____ = _____
3. Salaries/benefits					
a. Temporary staff	_____	_____	_____	+	_____ = _____
b. Local match **	_____	_____	_____	+	_____ = _____
4. Contractual services	_____	_____	_____	+	_____ = _____
5. Supplies (also postage, printing)	_____	_____	_____	+	_____ = _____
6. Other expenses. Specify. (e.g. travel costs)	_____	_____	_____	+	_____ = _____
	_____	_____	*	+	** = _____
7. TOTAL PROJECT COSTS (1-6 above)			_____	+	_____ = _____
Total Project Costs = LSTA Grant Funds + Matching Funds					

Amount of LSTA **grant funds** requested * _____

Amount of **matching funds** ** + _____

Total Project Costs (= 7 above) = _____

* **Grant** funds requested must be at least \$5,000, but cannot exceed \$50,000 annually for a single library system or \$100,000 for a collaborative project of multiple library systems.

** Local **matching** funds must equal at least 10% of the grant request (i.e. a 1 to 10 ratio, or 1/11th of the total project costs). Of that 10%, no more than one-quarter may come from in-kind salaries and benefits of existing full-time staff who will work with the project.

APPENDIX B

Budget Table for 2-Year and 3-Year Projects Anticipated costs of the project for Year 2 and Year 3.

This page provides an overview of the necessary dollars required to carry out the project. Use the required "Budget Narrative for Multiyear Project Applicants" (Part 2, #4b) to give a more detailed explanation of the costs in each year and category.

Round totals to whole dollars.

	<u>Year 2 (2011-2012)</u>			<u>Year 3 (2012-2013)</u>		
	<u>LSTA \$</u>	<u>Local \$</u>	<u>Total \$ Year 2</u>	<u>LSTA \$</u>	<u>Local \$</u>	<u>Total \$ Year 3</u>
1. Equipment	_____	+ _____	= _____	_____	+ _____	= _____
2. Library materials	_____	+ _____	= _____	_____	+ _____	= _____
3. Salaries/benefits						
a. Temporary staff	_____	+ _____	= _____	_____	+ _____	= _____
b. Local match **	_____	+ _____	= _____	_____	+ _____	= _____
4. Contractual services	_____	+ _____	= _____	_____	+ _____	= _____
5. Supplies (also postage, printing)	_____	+ _____	= _____	_____	+ _____	= _____
6. Other expenses. Specify. (e.g. travel costs)	_____	+ _____	= _____	_____	+ _____	= _____
	_____	+ _____	= _____	_____	+ _____	= _____
7. TOTAL PROJECT COSTS (1-6 above)	*	**		*	**	
	_____	+ _____	= _____	_____	+ _____	= _____

Total Project Costs = LSTA Grant Funds + Matching Funds

Summarize the totals from Line 7 above:

Total amount of LSTA **grant funds** requested in Year 2
(and Year 3 if appropriate) * _____

Total amount of **matching funds** in Year 2
(and Year 3 if appropriate)** + _____

Total Project Costs for Year 2 (and Year 3 if appropriate) = _____

* **Grant** funds requested must be at least \$5,000, but cannot exceed \$50,000 annually for a single library system or \$100,000 for a collaborative project of multiple library systems.

** Local **matching** funds for **year 2** must equal **at least 25%** of the grant request and for **year 3** **at least 50%** of the grant request. No more than one-quarter of the local match may come from in-kind salaries and benefits of existing full-time staff who will work with the project.