

**State Library of North Carolina
Guidelines for Multiyear LSTA Grants
2011-2012**

North Carolina's *Library Services & Technology Act Five-Year Plan 2008-2012* (page 19) includes the following language about multiyear grants:

The following policies and procedures will guide the implementation of multiyear grants:

- *Grant program guidelines will specify whether multiyear grants are an option for applicants.*
- *Multiyear Project Grants will be funded for a maximum of three years.*
- *No project will be guaranteed funding for the second and third years. Factors that will determine funding in second and third years include the availability of federal funds and the grantee's effectiveness in managing the project and in providing required reports to the State Library.*
- *Projects designed to develop new services must demonstrate long-term sustainability that meets specific requirements described in the grant program guidelines.*

Guidelines for Multiyear Grants

1. **Purpose:** Multiyear grants will allow grantee libraries sufficient time to:
 - develop a sustainable program or service
 - test a concept
 - undertake a project that is too complex to complete in one year
2. **Affected Grant Programs:** Multiyear implementation will be an option for those grant programs that fund more complex projects aimed at helping grantees develop new programs, services, or products. For 2011-2012 three grant programs will be eligible for multiyear applications: Library Outreach Services, NC ECHO Digitization and Technology. Other categories may be added in future years.
3. **Proposal Requirements:** In addition to the requirements for any grantee in those categories, multiyear applicants would be asked to provide:
 - information about outcomes, action plans, timelines and estimated budget for each year of the project, including milestones or checkpoints that will demonstrate progress toward the ultimate project outcome;
 - a plan for long-term sustainability of the service or program (for Library Outreach Services) or for long-term access to the digital resources (for NC ECHO Digitization).
4. **Requests for Funding:** Applicants for multiyear grants may apply for up to the maximum amount of funds allowed each year for that grant program.
5. **Matching:** For a Library Outreach Services grant, local match requirements increase each year. For an NC ECHO Digitization or Technology grant, local match requirements remain the same for each project year.
6. **Funding commitment:** The initial approval of a multiyear project does not guarantee funding for future years, but does assume the project will have priority over new proposals in subsequent years if:
 - federal funds are available;
 - the required match from local sources is available;
 - the project is being implemented as proposed and approved; and
 - the project is being managed according to federal requirements and according to terms of the grant agreement.

7. Briefings, Monitoring & Future Applications: Any library that receives a multiyear grant may be required to send representatives to a briefing session to review the policies and procedures that apply to their project. Federal funds would be available to pay travel expenses.

State Library staff and peer advisors will monitor multiyear grant activities. Each recipient must submit quarterly reports and reimbursement requests. Monitoring activity may include a mid-year site visit each year to the library to determine whether or not the project is being implemented as proposed and approved. The visitors will also work with the grantee to determine whether the project is likely to meet designated milestones as well as to identify any signs of problems.

For projects proceeding successfully, grantees will receive approval to “apply” for continuation the next year. If a project appears to have problems, project staff would be alerted that a subsequent year of funding is in jeopardy. Grantees will have several months to make adjustments in their project before their next year's application is due.

A Letter of Intent is not required for the second or third year of a project. If a grantee is approved to apply for the subsequent year, the library will be asked to provide a simplified application for the next year, due approximately a month later than customary for first-time applicants. The application will include a report on progress to date, key outcomes for the upcoming year, and an updated timeline with an adjusted budget, etc. The application for second or third year funds will be considered in the funding pool with first-time applications. But as noted above, if project monitoring shows that management and progress are satisfactory, the project would be a priority for continued funding.

8. Major Changes to Projects: If the grantee wishes to propose a major shift in the project at the end of the first or second year, the grantee would consult with State Library staff as to whether the project could be continued or would be considered a new project, which would require a new, full application. The State Library staff would consult with the LSTA Advisory Committee and peer advisor(s) before making a final decision.
9. Funding for Continuing Projects: If a library applies for a multiyear grant for 2011-2012 that includes significant components from previous single year projects, the application must show evidence that the project will be sustainable past the life of the grant.

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