

## State Library of North Carolina – Library Services and Technology Act

### EZ SCHOOL LIBRARY COLLECTION DEVELOPMENT 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

This grant program is designed to help North Carolina school library media centers provide a **current, accurate, and attractive collection of books that supports student achievement and the importance of reading**. The availability of grant funds and the requirement for matching funds are designed to leverage additional money to help build **print** collections and bring heightened attention to the need for improvement of the school library's current collection.

These grants are not intended to be an ongoing source of funding to solve the problem of inadequate print resources. However, previously funded school library media centers may reapply *unless* they received a grant under this program for 2008-2009, 2009-2010, or 2010-2011. Priority will be given to applicant school library media centers that have never received an award under this grant program.

This grant program supports Goal 2 of North Carolina's *Library Services and Technology Act Five-Year Plan 2008-2012* <<http://statelibrary.ncdcr.gov/lsta/plan2008-12.pdf>>:

*Goal 2* - "Enhance information for lifelong learning for all North Carolinians by expanding the information resources in our state's libraries through strengthening, sharing, digitizing and preserving our valuable and unique collections."

These grants are from federal funds allocated to the State Library of North Carolina under the Library Services & Technology Act (P.L. 108-81), administered by the federal Institute of Museum and Library Services (IMLS).

##### ELIGIBLE LIBRARIES

Libraries that meet these criteria may apply:

- 1) Serve **public** elementary, middle, junior and senior high schools.
- 2) Adhere to the following guidelines for determining an eligible library from *Library Services and Technology Act Five-Year Plan 2008-2012* <<http://statelibrary.ncdcr.gov/lsta/plan2008-12.pdf>>:
  - Headed by a full-time certified school media coordinator
  - Operate with a materials budget
  - Have a cataloged collection of information resources
  - Located in a designated space
  - Open a minimum of 20 hours per week.
- 3) Have not received a grant under this program for 2008-2009, 2009-2010, or 2010-2011. A list of ineligible schools is available on the LSTA website: <<http://statelibrary.ncdcr.gov/lsta/NotEligibleSchools11-12.pdf>> .
- 4) Serve public schools that have been open to students for at least one year as of the date the application is due.

An eligible public school library may submit only one School Library Collection Development Grant application in this grant round.

## FUNDS

The maximum amount that may be requested is \$10,000; the minimum is \$1,000.

### MATCHING FUNDS

Matching funds are required for School Library Collection Development Grants. Matching funds demonstrate the school's commitment to the library and its print collection. They must be clearly documented in the application and must meet these guidelines:

- Provide a 25% match -- \$1 match for each \$4 of grant funds (e.g. if a library requests \$10,000 in grant funds, the required match is \$2,500.)
- Come from any combination of local or state sources. **Federal funds cannot be used to match the grant.**
- Must **not** be money normally available to the media center that may be expended for books (e.g., such funds might include fines, lost/replacement funds, book fair proceeds).
- Must be spent for an allowable expenditure under grant guidelines.
- Must be available and spent during the same time period as the grant funds: 2011-2012 grants **and match** are to be spent in the 2011-2012 school year.
- Must be from source(s) clearly explained in the grant application.
- **Must be available for expenditure at the time a funded library signs the grant agreement.**
- Must not replace funds normally committed to the library book budget. Consequently, the match amount must represent funds that are in **addition to** a base amount for library books. The base is calculated by averaging the media center's book expenditures for the two school years prior to the year the grant will be implemented.

**For example**, if a school library applies for \$10,000 in grant funds, it also must provide \$2,500 in matching funds. The \$2,500 in matching funds must be **added to** the average spent for media center books in the two years prior to the grant year (i.e. the amount spent for media center books in 2009-2010 and the media center's *projected* 2010-2011 funds for books).

	2009-10 (previous yr)	2010-11 (current yr)	2011-12 (grant yr)
Book funds	\$6,000	\$8,000	\$7,000 (projected average of previous 2 yrs)
Grant request \$10,000	-0-	-0-	\$10,000
25% match of \$10,000	-0-	-0-	\$2,500
Total book funds	\$6,000	\$8,000	\$19,500

No grant or matching dollars may be encumbered or expended until media center / school representatives and the State Librarian sign the grant agreement.

### ALLOWABLE EXPENDITURES

- Print **books** that support the school curriculum and the joy of reading. This may include non-fiction, fiction, and reference materials. Other media may be purchased **only** if part of an appropriate book/CD/DVD combination or as audio books to fulfill the needs of specific user populations.
- Associated expenses are also allowable: jobber processing costs, as well as shipping/handling, and taxes (if taxes are not recouped by the school). Processing provided by a vendor as part of the purchase cost of books is allowable, and encouraged if it speeds making materials available to users.

### UNALLOWABLE EXPENDITURES

Grant funds and local matching money may **not** be used for the following:

- Class sets of books
- Accelerated Reader (or other reading program) testing software/disks and spine labels

- Internal processing costs
- Equipment
- Computer software and other media (except CDs and DVDs as noted above)
- “Overhead” or indirect/administrative costs

Libraries that wish to buy more than five copies of one title should provide a clear, concise explanation of why more copies are needed. The State Library retains the right to disallow such expenditures.

## **FUNDING CRITERIA**

To be eligible for consideration, a complete application must be received by the deadline. The following factors and criteria will be used to determine priority for funding among the eligible applications.

### **A. Need and Impact**

The application must clearly explain the deficiencies in the current library media center book collection and show how the project will improve the collection. Assessment of need and appropriateness of the proposed collection development project will be determined by answers to the following questions:

- How many books/volumes does the library media center currently own?
- What is the average age (i.e., copyright date) of the current book collection?
- How many and what specific curricular areas will be supported by the planned purchases?
- What impact will this project have on the user needs in the specified areas?

Priority will be given to applicant school library media centers that have never received an award under this grant program.

The applicant must complete an online data collection survey as part of the application process to answer some of the questions listed above. The data you submit will be combined with your application and reviewed to help determine priority for funding among the eligible applications. An Adobe Acrobat pdf version of the data collection survey is available on the State Library’s LSTA website at <http://statelibrary.ncdcr.gov/lsta/slcdsurvey11-12.pdf>.

### **B. Collection Analysis and Assessment**

This LSTA grant program suggests a two-step approach to collection development:

#### **1. Collection analysis**

Prepare a collection analysis to assess the strengths and weaknesses of the library’s print collection, in terms of number of titles, age of collection, circulation data, reading levels, support for curriculum objectives, etc.

#### **2. Needs assessment of the school’s curriculum and student body**

Analyze the ways in which the strengths and weaknesses identified by the collection analysis impact the teaching of the curriculum and the needs of the students.

### **C. Local Commitment**

Applicants should demonstrate involvement of faculty and staff in planning and the school’s support for the project. In addition, the budget information must clearly demonstrate the school’s financial commitment. A signed statement from the principal, library media coordinator, representative of the Media and Technology Advisory Committee, and school treasurer committing to the match, identifying the source of the matching funds, and certifying the average of the library’s book expenditures in the two school years prior to the grant implementation year.

### **D. Ability to Pay and Local Effort**

Two additional factors will serve as measures of school need *if all other factors are equal in the review of a group of grant proposals*. Those are:

- The relative resources available to fund schools from local government (i.e. “**ability to pay**”) — that is, the relative wealth status of the community based on the per capita local tax base. An additional indicator of ability to pay may be participation in the federal free and reduced school lunch program.

The application will require the percentage of students qualifying for federal free and reduced school lunches in the 1st Month 2010-2011.

- The relative **effort** of the school (i.e. "local effort") in supporting school library services; that is, per capita support of a school library or the library operating expenditures as a percentage of the general expenditures for the school.

The data used by State Library staff and reviewers to determine ability to pay and local effort is updated annually. Data for the current year is available at

<http://statelibrary.ncdcr.gov/lsta/financialfactors1112.htm>.

#### **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](mailto: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.

## 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. DATA COLLECTION

A component of this application is completion of an online data collection survey. The survey data you submit will be combined with your application and be used by reviewers to help determine priority for funding among the eligible applications. To help you gather the needed information before completing the online survey, you will find an Adobe Acrobat pdf version at the link below.

<http://statelibrary.ncdcr.gov/lsta/slcdsurvey11-12.pdf>.

**Complete and submit the electronic survey** found at the link below. Before submitting (clicking the “done” button), you should print a copy for your files.

<<http://www.surveymonkey.com/s/SNFBM9Z>>

### 2. SCHOOL / COMMUNITY / MEDIA CENTER DESCRIPTION

In one-half page, provide a current "snapshot" of your school and its media center.

Include a brief sketch of your **school and the community** it serves:

- geographic location of the school in the town/county;
- number of teachers; and
- some information about the students served - particularly noting any growing or shrinking populations (e.g., Latino).

Also include a description of the **media center** that includes:

- resources and services offered;
- staffing;
- factors affecting ability to provide quality library service – e.g., a recent move or expansion; and
- any other pertinent information about your school and your media center.

### 3. COLLECTION ASSESSMENT

**Analysis** Explain the methods you used to analyze the library’s print collections (i.e., copyright dates, circulation data, numbers of titles, reading levels, physical appearance of books, etc.), related to your curriculum needs. **Do not submit collection assessment tools.**

**Collection development plan** Describe 2 - 4 areas of your collection on which you plan to spend grant funds. Explain why you are prioritizing each of those specific areas. Your explanations should refer to specific ways in which weaknesses identified through your collection assessment impact the teaching of the curriculum in your school. Discuss your targeted areas in light of the needs of your students.

### 4. PROJECT DESCRIPTION

Describe what you plan to buy for this project that is consistent with the needs identified in section 4. *Do not exceed one page. Do not include book order lists.*

- a. How many books, in what specific curricular areas, do you propose to buy for this project? How much do you anticipate spending on them? Example: 30 titles related to space science, the planets and solar system (\$600).

**Do not include this instruction page with your application.**

Were there any factors beyond the information you gathered in #3 that led you to prioritize these books?

- b. How was the library's Media and Technology Advisory Committee involved in helping you craft this project?
- c. How/when/by whom will the project be carried out? List the sequence of project activities with their respective dates for completion and the name of the person responsible. Reviewers will look for evidence that you have taken into consideration local deadlines (e.g., cut-off dates to receive materials, last date for invoices to be paid by your business office) as well as LSTA grant program deadlines.

**5. BUDGET TABLE WORKSHEET** (transfer information to #5 on the application form)

In the table below provide estimates of your proposed expenditures; be sure that the expenditures shown in this table support your description in #4.

**[Note: In order to make the books available in a timely fashion, the State Library discourages processing in-house. Whenever possible, negotiate with the vendor for reduced processing costs and/or a waiver of shipping/ handling fees to maximize use of grant funds for books.]**

Round totals to whole dollars.

	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>
<b>a. Books</b>		\$	\$
<b>b. Jobber Processing Costs</b>		\$	\$
<b>c. Shipping / Handling</b>			\$
<b>d. Taxes</b> (if not recouped by school)			\$
<b>e. Total Project Costs (a.-d. above)</b>			\$

Total Project Costs = Grant Funds + Matching Funds

Amount of <b>grant</b> funds requested *	
Amount of <b>matching funds</b> (must = or exceed 25% of grant funds) **	+
<b>Total Project Costs</b> (from e. above)	=

\* Grant funds requested must be at least \$1,000, but cannot exceed \$10,000.

\*\* Local matching funds must equal at least 25% of the grant request (i.e. a 1 to 4 ratio, or 20% of total project costs).

**6. MATCHING CERTIFICATION STATEMENT**

The Matching Certification Statement includes identification and verification of the amount(s) and source(s) of the matching funds. Be specific in identifying the source(s) of the matching funds; letters from matching funders (e.g. PTO, superintendent, community business) are recommended. This statement also certifies that if awarded a School Library Collection Development Grant,

- the matching funds will be available for expenditure at the time the school signs the grant agreement;
- the school is commitment to spend in the grant year a base amount for library books that will equal at least the two-year average of library book expenditures for 2009-2010 and 2010-2011; and
- the matching funds and grant funds expenditures will be **in addition to** the 2011-2012 base library book expenditures (i.e. the two-year average amount).

**Do not include this instruction page with your application.**

The Matching Certification Statement will be signed by

- the school library media coordinator,
- a representative of the Media and Technology Advisory Committee,
- the school treasurer, AND
- the school principal.

## 7. CIPA CERTIFICATION AND COMPLIANCE

**Every public school** 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](mailto: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>>.

- \_\_\_\_\_ Submit online Data Collection Survey
- \_\_\_\_\_ Completed and signed Application Form that responds to every section
- \_\_\_\_\_ **1 original Application Form** with certifying signatures **in blue ink, plus 13 copies** (14 total)
- \_\_\_\_\_ **1 original** of the required **CIPA** certification form

### 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.

<b>RECOMMENDED by commercial service (e.g. FedEx, UPS) or hand delivery:</b>	<b>Address for delivery</b>	<b>Address for delivery by US Postal Service:</b>
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 SCHOOL LIBRARY COLLECTION DEVELOPMENT GRANT**  
**APPLICATION FORM, Section 3**  
**2011-2012**

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

**SCHOOL NAME** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**U.S. CONGRESSIONAL DISTRICT** (in which school is located) \_\_\_\_\_

**SCHOOL CODE** (6 digits) \_\_\_\_\_ **FED. EMPLOYER ID #** (9 digits) \_\_\_\_\_

**PROJECT MANAGER, NAME / TITLE** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_

<b>Grant Amount Requested</b>	<b>\$</b>	
(Grant request maximum \$10,000; minimum \$1,000)	<b>+</b>	
<b>Matching Funds</b>	<b>\$</b>	
(Match must equal at least 25% of grant amount requested)		
<b>Total Project Funds =</b>	<b>\$</b>	

**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 school.

\_\_\_\_\_  
Printed name of Media Coordinator

\_\_\_\_\_  
Printed name of School Principal

\_\_\_\_\_  
Signature of Media Coordinator

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **EZ SCHOOL LIBRARY COLLECTION DEVELOPMENT 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 table for #5 and #6.**

- 1. DATA COLLECTION**
- 2. SCHOOL / COMMUNITY / MEDIA CENTER DESCRIPTION**
- 3. COLLECTION ASSESSMENT**
- 4. PROJECT DESCRIPTION**
- 5. BUDGET TABLE, use table below**
- 6. LOCAL COMMITMENT – MATCHING CERTIFICATION, use table below**
- 7. CIPA CERTIFICATION AND COMPLIANCE**

**5. BUDGET TABLE**

Round totals to whole dollars.

		<b>Quantity</b>		<b>Unit Cost</b>		<b>Total Cost</b>
<b>a. Books</b>				\$		\$
<b>b. Jobber Processing Costs</b>				\$		\$
<b>c. Shipping / Handling</b>						\$
<b>d. Taxes (if not recouped by school)</b>						\$
<b>e. Total Project Costs (a-d above)</b>						\$

Total Project Costs = Grant Funds + Matching Funds

<b>Amount of grant funds requested *</b>	
<b>Amount of matching funds (must = or exceed 25% of grant funds) **</b>	+
<b>Total Project Costs (from e. above)</b>	=

**6. MATCHING CERTIFICATION STATEMENT**

We certify that the

\_\_\_\_\_ Name of school

- will provide the required match of \$ \_\_\_\_\_ .
- This match represents 25% of our LSTA grant request of \$ \_\_\_\_\_ .
- The source of these matching funds is \_\_\_\_\_ .
- These funds will be available for expenditure at the time the agreement has been signed.
- We will spend the two year average base amount for library books in 2011-2012. We understand that our matching funds and grant fund expenditures will be in addition to the 2011-2012 base book expenditures.

	<b>2009-2010</b>	<b>2010-2011</b> (projected)	<b>2011-2012</b> (average of previous 2 yrs)
Book expenditures			
Grant request	-0-	-0-	+
Match (25% of grant request)	-0-	-0-	+
Total book expenditures			

Please explain any major differences from year to year if more than a 50% difference.

**Required Signatures:**

School Library Media Coordinator

Representative of the Media  
Technology Advisory Committee

\_\_\_\_\_  
\_\_\_\_\_

School Treasurer

\_\_\_\_\_

Principal

\_\_\_\_\_

Date

\_\_\_\_\_