

State Library of North Carolina - Library Services and Technology Act

EZ STRENGTHENING PUBLIC AND ACADEMIC LIBRARY COLLECTIONS GRANT 2011-2012

DOCUMENT OUTLINE

Section 1, Program-Specific Information & Guidelines

Section 2, Application Instructions

Section 3, Application Form

PROGRAM-SPECIFIC INFORMATION & GUIDELINES

GRANT PURPOSE

The purpose of this grant is **to help North Carolina public and academic libraries meet the needs of their users by developing or strengthening subject areas in their print, ebook, and DVD collection.** Libraries serving low-wealth communities and institutions are given priority for this grant program, assuming their application is eligible and meets the criteria.

Projects must be based on significant user need(s) that cannot be met with the library's current collection. Using relevant data and facts, applicants must make a convincing case for user need and demonstrate that the current collection is inadequate to meet the need. The proposed purchases must be appropriate in terms of both categories/topics/subjects and quantities to meet the identified need and collection deficiencies. In addition, the planned purchases must be consistent with the library's mission and with its collection development plan/policy/practices.

Examples of collection development projects to meet user needs might include:

- books and/or DVDs to support students in specific curriculum or degree programs;
- career information for displaced workers;
- business start-up books and/or DVDs for entrepreneurs in support of economic development; or
- foreign language or ESL collections to serve immigrant groups.

These funds are intended to enhance, and not supplant, funds regularly allocated for library collections. In addition, these grants are not intended to be an ongoing source of funding to solve the problem of inadequate resources; however, previously funded libraries may reapply *unless* they received a grant under this program in 2008-2009, 2009-2010, and 2010-2011.

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."

ELIGIBLE LIBRARIES

The following libraries are eligible to apply for these grants, but **not** if they received a grant under this program in 2008-2009, 2009-2010, and 2010-2011:

- 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); and
- libraries serving the member institutions of North Carolina Independent Colleges and Universities.

An eligible library or organization may submit only one application for an LSTA Strengthening Public and Academic Library Collections 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 \$20,000; the minimum is \$1,000.

MATCHING FUNDS

Matching funds are required for all Strengthening Public and Academic Library Collections Grants. Matching funds demonstrate the library's commitment to its collection. They must be clearly documented in the application and must meet these guidelines:

- 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 \$6,000, the local match must be at least \$1,500, and the total project cost will be at least \$7,500 (\$6,000 grant funds + \$1,500 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 and
- 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.

ALLOWABLE EXPENDITURES

Project funds (grant and matching funds) must be used to purchase subject-focused materials to meet user needs.

- Books (in any format) and DVDs may be purchased through this grant program.
- Processing provided by a vendor as part of the purchase cost (this is encouraged when it makes materials available to users more quickly).
- Shipping and handling costs are allowable.
- Taxes, but only if they are not refunded to your institution.

UNALLOWABLE EXPENDITURES

- Professional materials for library staff.
- Classroom sets, that is, books that would be placed in classrooms instead of in the library.
- Periodicals.
- Subscriptions or on-line resources that require renewal.
- "Overhead" or indirect/administrative costs.

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.

I. Ability to Pay

A primary factor in the evaluation of applications in this grant program will be the "ability to pay", which is defined as *The relative resources available to fund library services from local government or within an academic institution—that is, the per capita local tax base or the per FTE institutional resources will be used as a measure of its ability to pay for services locally.* State Library staff and reviewers will use a combination of data sources, described at <<http://statelibrary.ncdcr.gov/lsta/financialfactors1112.htm>> to determine a library's ability to pay.

Important note: Ability to pay is not the sole basis for funding. The applicant must also make a persuasive case for the need for materials and the benefit to users, as outlined below.

II. Need for Materials

User need and collection deficiency will be major factors used to evaluate and prioritize projects for funding. Applicants must provide a clearly stated and documented need. The proposal must include persuasive evidence of the need, covering the questions outlined below.

- A. Who are the users that will benefit from the proposed improvement in your collection? What are the characteristics and size of the target population? What user need are you trying to meet? How did you determine the need? The proposal must clearly document and define the need with data and facts such as:
- community demand
 - demographic statistics
 - economic data
 - user survey results
 - interlibrary loan requests from users
 - new degree program or curriculum changes
- B. Why is your current collection unable to meet the user need? How did you determine that your collection is inadequate to meet the defined user need? Reviewers will look for documentation such as:
- collection analysis
 - circulation statistics
 - collection age reports
 - interlibrary loan requests placed
- C. Are the needs you propose to address with this project consistent with the library's mission, and with its collection development plans, policy, and practices?

III. Benefits to Users

The third factor in evaluating and prioritizing proposals will be the library's plans for ensuring that the new resources will benefit the library's users.

Applicants must:

- Describe what will be purchased.
- Explain how the library will make certain that the target audience will know about and use the new resources.
- Discuss where the new materials will be located and why the location(s) is/are best for the target audience.
- Describe how the library will evaluate the benefits for users.

IV. Local Commitment

Grant funds are intended to enhance, and not supplant, funds regularly allocated for library collections. Therefore, a consideration for funding will be the library's and institution's commitment that the grant monies will not be used to supplant resources normally allocated to the library's materials budget, or to justify a reduction in the library's materials budget.

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.

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 user need(s) will your proposed project address (document the need with data and facts)?
- c. How did you determine that your collection is inadequate to meet the stated user need? Use numbers as well as percentages to support this need.

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. PROJECT ACTIVITIES

Activities are specific tasks that must be accomplished to achieve your outcomes. List the sequence of proposed project activities; include expected completion dates and who is responsible for each activity.

6. BENEFITS TO USERS

- a. Explain how you will promote the new materials, specifically to the target audience.
- b. Describe where the books and/or DVDs will be physically located, specifying which branch(es), etc. Explain why this distribution will allow the best access to the new materials for the target audience.

7. EVALUATION

Describe how you will determine that the new books and/or DVDs were appropriate to meet the user needs identified in number 1.

Do not include this instruction page in your application.

11. 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>>.

- _____ Completed 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 in your application.

State Library of North Carolina – Library Services and Technology Act
EZ STRENGTHENING PUBLIC AND ACADEMIC LIBRARIES 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.

INSTITUTION / LIBRARY _____

MAILING ADDRESS: _____

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

PROJECT MANAGER, NAME / TITLE: _____

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

	Grant Amount Requested	\$
(Grant request maximum \$20,000; minimum \$1,000)		_____
	+	
(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 (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

Printed name & title of local government or institutional authorizing official

Signature of library director

Signature of above official

Date

Date

EZ STRENGTHENING PUBLIC AND ACADEMIC LIBRARIES 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 #8, #9, and #10.

- 1. USERS AND NEED**
- 2. PROJECT DESCRIPTION**
- 3. GOALS**
- 4. OUTCOMES**
- 5. PROJECT ACTIVITIES**
- 6. BENEFITS TO USERS**
- 7. EVALUATION**
- 8. BUDGET TABLE, use table below**
- 9. LIBRARY COLLECTION EXPENDITURES, use table below**
- 10. LOCAL COMMITMENT – MATCHING CERTIFICATION, use table below**
- 11. CIPA CERTIFICATION AND COMPLIANCE, if applicable (others respond with N/A)**

