

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

**TECHNOLOGY GRANT APPLICATION INSTRUCTIONS
and APPLICATION FORM
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.**

APPLICATION INSTRUCTIONS

- **Review all grant program information and guidelines before completing this application.**

Program-Specific Information & Guidelines for LSTA Technology Grant 2011-2012

<http://statelibrary.ncdcr.gov/lsta/Technology_GL_11-12.pdf>, and

General Information & Provisions for 2011-2012 LSTA Grants

<<http://statelibrary.ncdcr.gov/lsta/GenInfoProvs11-12.pdf>>.

- **Tipsheet**

If your proposed project includes an implementation of technology covered by an LSTA Tipsheet

<<http://statelibrary.ncdcr.gov/lsta/tipsheets.htm>>, you **must** indicate in the appropriate places

throughout your application that you have addressed the expectations stated in the Tipsheet.

Beginning on page 2 of the application form, provide responses to each of the following.

1. USERS AND NEED

- a. Who is your target audience and why?
- b. What user need(s) will your proposed project address?
- c. How did you identify these needs?

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.

Multiyear Projects

- The list of activities and results for Year 1 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.

6. TECHNOLOGY

Describe how the technology in your proposed project will meet user needs and achieve project goals and outcomes. Include convincing information that shows your proposed project is technically feasible and can be successfully implemented. Document how your proposed project complies with general technical standards as well as any locally-required standards. If your proposed project includes an 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>>

7. MULTIYEAR PROJECTS, if applicable (others respond with N/A)

Explain why you have proposed more than one year to implement your project.

Do not include this instruction page in your application.

8. PARTNER ROLES AND RESPONSIBILITIES, if applicable (others respond with N/A)

- List all partner institutions that will collaborate with you in this project.
- Describe the roles and responsibilities of each partner institution. Include a letter of agreement from each agency that describes its roles and responsibilities and is signed by its administrator, director, or other official.

9. STAFF SUPPORT

- Describe the roles your current staff will play in supporting the project.
- List any staff or consultant whom you will hire or contract with to help carry out the project and the role(s) they will have. Note whose work will be paid for by the grant. 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.

10. STAFF TRAINING

Describe your plans for training library staff in connection with this project, whether before, during, or after implementation.

11. EVALUATION

Describe how you will document the success of this project in meeting the user needs identified in Number 1.

12. 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.

Do not include this instruction page in your application.

13. BUDGET TABLE WORKSHEET (transfer information to Budget Table on the application form)

Use the table below to provide the estimated total costs of the project for 2011-2012. No project funds (grant or matching dollars) may be encumbered or expended until library representatives and the State Librarian sign the grant agreement.

*Grant funds requested cannot exceed \$100,000 annually for a single library system or \$150,000 for a collaborative project.

****Local** matching funds must equal at least 25% of the grant request (i.e., 20% of the total project cost). Of that 25%, no more than one-quarter may come from in-kind salaries and benefits of existing full-time staff who will work with the project.

Multiyear projects: provide a budget table for each year.

Round totals 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. Servers	_____	_____	_____	+ _____	= _____
e. Network components (wireless equipment, routers, switches, firewalls, etc.)	_____	_____	_____	+ _____	= _____
f. Furniture	_____	_____	_____	+ _____	= _____
g. Software	_____	_____	_____	+ _____	= _____
h. Services (wiring, installation, training, data conversion, etc.)	_____	_____	_____	+ _____	= _____
i. Consultant	_____	_____	_____	+ _____	= _____
j. Salaries and benefits**	_____	_____	_____	+ _____	= _____
k. Other _____	_____	_____	_____	+ _____	= _____
I. TOTAL PROJECT COSTS (a-k)			*	+ **	=

14. BUDGET NARRATIVE

Provide a narrative clearly explaining all project expenditures, using the budget table as a guide. Provide sufficient information to justify costs and to enable reviewers to understand whether they are reasonable. Do not leave any amount unexplained, and make sure the link to project activities is clear.

- Include **specifications** for all equipment and a **detailed description** of equipment that will be purchased (brand names, makes and models, specifications), specific affiliated software packages, and explanation of all service costs (e.g., wiring, installation, training).
- If your proposed project includes expenditures related to an automated system, you must provide a quote from the vendor to substantiate the budgeted costs.

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 following instructions above.

Do not include this instruction page in your application.

15. MATCHING FUNDS (transfer information to Matching Funds Table 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 . . .				

16. ONGOING COSTS, if applicable (transfer information to Ongoing Costs Table on the application form) Provide an estimate of any **monthly** or **annual** ongoing costs (e.g., telecommunications, maintenance or licensing charges) for the proposed project. Project funds cannot be used to cover ongoing costs so describe the library’s plans to pay these costs now and in the future.

Expense type	Cost per month/year
The library’s plans to pay these costs now and in the future are . . .	

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 that responds to every required section.
- _____ Complete budget table, with figures that add up correctly.
- _____ Vendor quote for automated system expenditures, if applicable.
- _____ **1 original application** with certifying signatures in **blue ink, plus 22 copies** (23 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
TECHNOLOGY GRANT APPLICATION FORM
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 library is located) _____

PROJECT MANAGER, NAME / TITLE _____

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

(Grant amount maximum \$100,000 for a single library system; \$150,000 for a collaborative project.)

Grant Amount Requested \$ _____

+
(Match must be at least 25% of Grant Amount Requested) **Matching Funds** \$ _____

2011-2012 Total Project Funds = \$ _____

YEAR # _____ **OF** _____

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

TECHNOLOGY 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 #13, #15, and #16.

1. **USERS AND NEED**
2. **PROJECT DESCRIPTION**
3. **GOALS**
4. **OUTCOMES**
5. **PROJECT ACTIVITIES**
6. **TECHNOLOGY**
7. **MULTIYEAR PROJECTS, if applicable** (others respond with N/A)
8. **PARTNER ROLES AND RESPONSIBILITIES, if applicable** (others respond with N/A)
9. **STAFF SUPPORT**
10. **STAFF TRAINING**
11. **EVALUATION**
12. **CIPA CERTIFICATION AND COMPLIANCE, if applicable** (others respond with N/A)
13. **BUDGET TABLE, use table below**
14. **BUDGET NARRATIVE**
15. **MATCHING FUNDS, use table below**
16. **ONGOING COSTS, if applicable** (others respond with N/A), **use table below**

13. BUDGET TABLE

Round totals to whole dollars.

	<u>Quantity</u>	<u>Unit Cost</u>	<u>LSTA</u>	<u>Local</u>	<u>Total</u>
a. Computers	_____	_____	_____	+ _____	= _____
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e. Network components (wireless equipment, routers, switches, firewalls, etc.)	_____	_____	_____	+ _____	= _____
f. Furniture	_____	_____	_____	+ _____	= _____
g. Software	_____	_____	_____	+ _____	= _____
h. Services (wiring, installation, training, data conversion, etc.)	_____	_____	_____	+ _____	= _____
i. Consultant	_____	_____	_____	+ _____	= _____
j. Salaries and benefits**	_____	_____	_____	+ _____	= _____
k. Other _____	_____	_____	_____	+ _____	= _____
I. TOTAL PROJECT COSTS (a-k)			*	+ **	=

15. 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 . . .				

16. ONGOING COSTS, if applicable

Expense type	Cost per month/year
The library's plans to pay these costs now and in the future are . . .	