

State Library of North Carolina - Library Services and Technology Act

MULTIYEAR GUIDELINES, 2012-2013

North Carolina's *Library Services & Technology Act Five-Year Plan 2008-2012* (page 19) states that the following policies and procedures will guide the implementation of multiyear grants:

- Program-Specific Information & 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.
1. Purpose - Multiyear grants will allow grantee libraries sufficient time to
 - test a concept
 - undertake a project that is too complex to complete in one year
 - develop a sustainable program or service
 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 2012-2013, three grant programs will be eligible for multiyear applications: Digitization Grant, Technology Grant, and the Library Outreach & Innovative Services Grant. Other categories may be added in future years.

3. Proposal Requirements - Multiyear applicants would be asked to provide the following in addition to stated grant program requirements:
 - 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 & Innovative Services) or for long-term access to the digital resources (for 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 - Library Outreach & Innovative Services Grant local match requirements increase each project year. Digitization Grant and Technology Grant local match requirements remain the same for each project year.

The State Library recognizes that a local commitment for future matching funds may not be possible; the intention to provide matching funds in years two and/or three of a multi-year project will suffice in the year one application.

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 an annual mid-year site visit 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 areas for improvement.

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 stated multiyear project. The application for the second or third year 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. However, the project would be a priority for continued funding if project monitoring shows that management and progress are satisfactory.

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 must 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). 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 2012-2013 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.