



North Carolina Department of Cultural Resources  
State Library of North Carolina  
Administration and Library Development

Pat McCrory, Governor  
Susan W. Kluttz, Secretary

Cal Shepard, State Librarian

**MEMORANDUM**

**TO:** LSTA Grant Project Manager

**FROM:** Raye Oldham, Federal Programs Consultant  
Library Development Section, State Library of North Carolina

**DATE:** July 2013

**SUBJECT:** 2013-2014 Fully Executed Grant Agreement and Other Important Information

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This memorandum includes important information about your federally funded Library Services and Technology Act (LSTA) grant. Please share this information with all appropriate persons in your library and in any other relevant offices.

Fully Executed Grant Agreement

Enclosed is a fully executed original of the grant agreement between your library and the State Library of North Carolina. This agreement became effective upon the date that all parties had signed; from that date forward it was allowable to begin spending project funds. To expedite project implementation we sent an email notification confirming that the State Library's representative had signed your agreement and that you could begin to make project expenditures.

Grant Reimbursement

Grant payments are made on a reimbursement basis. There is a required form to document all grant and matching expenditures each time you request reimbursement. The completed reimbursement form must be signed and accompanied by documentation of project expenses (i.e. complete and readable invoices, receipts, etc.). The "Grant Reimbursement Request Form & Matching Funds Report" is a MS Excel document with separate tabs for instructions, examples, and the reimbursement request form.

<[http://statelibrary.ncdcr.gov/ld/grants/lsta/13\\_14/Reim-BudgRev-Forms1314.htm](http://statelibrary.ncdcr.gov/ld/grants/lsta/13_14/Reim-BudgRev-Forms1314.htm)>.

It is expected that this form will be submitted quarterly (as noted below) or anytime you have significant expenditures. This ensures a more even flow of funds back to your library and helps the Department of Cultural Resources efficiently manage disbursements. Submit the final reimbursement request form as early as possible.

- October 15
- January 15
- April 15 – expend a minimum of 75% of grant and matching funds by this date
- June 30 – **deadline for all expenditures**
- July 15 – final deadline to submit reimbursement requests

### Budget Revision Request Form

**Changes in the use of project funds require prior approval from the State Library.** Budget Revision Request Forms must include a summary of the dollar changes and a justification for the requested change(s). The Budget Revision instructions and form (a MS Excel document with several tabs) are available online. Submit Budget Revision Request Forms by email to [raye.oldham@ncdcr.gov](mailto:raye.oldham@ncdcr.gov).

<[http://statelibrary.ncdcr.gov/ld/grants/lsta/13\\_14/Reim-BudgRev-Forms1314.htm](http://statelibrary.ncdcr.gov/ld/grants/lsta/13_14/Reim-BudgRev-Forms1314.htm)>.

### Grant Acknowledgement

We have provided a Sample Media Release online that you are encouraged to customize for publicizing your grant award <<http://statelibrary.ncdcr.gov/ld/grants/lsta/2013-2014Grants.html>>. Remember that any project announcements/programs/activities/publications must acknowledge the support of these grant funds from the federal Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the State Library of North Carolina, a division of the Department of Cultural Resources.

<[http://www.ims.gov/recipients/ims\\_acknowledgement.aspx](http://www.ims.gov/recipients/ims_acknowledgement.aspx)>

### Project Records

Keep a grant project file of all grant-related documentation: a copy of your original application, grant information and guidelines, award letter, signed grant agreement, copies of all Grant Reimbursement Request Form & Matching Funds Report and expenditure documentation, any approved Budget Revision Request Forms, and the final report. Also keep copies of any publicity or other materials generated from the project so that you can include copies with your final project report. The record retention requirements for grant records are stated in your grant agreement.

### Final Report

The State Library will provide report forms in late spring. You will submit the majority of your final report via an online form that will be available at the State Library's LSTA website. See the example for 2012-2013 projects at <<http://fs25.formsite.com/statelibrarync/lstafinal/index.html>>.

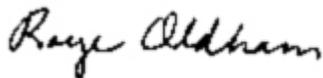
You will want to record and retain all appropriate baseline data to use for comparative purposes at the end of your project. Plan to capture anecdotes and stories during the course of the project that show evidence of the difference that the grant-funded services and resources make for your library users. As you will see in the example, the report includes a narrative report, summary expenditure report, certification form, and any supplemental materials such as publicity items. The narrative report components include:

- project purpose;
- primary users and services;
- activities/methods, and how the funds were spent;
- outputs, i.e. numerical measures;
- outcomes, i.e. indicators of changes in the target audience's skills, knowledge, behavior, attitude, status, or life condition brought about in part as a result of the project;
- any other results, including lessons learned; and
- anecdotes.

Additional specific information may also be requested depending on the grant you received.

I wish you great success as you implement your project and I encourage you to contact me anytime you have questions at 919-807-7423 or [raye.oldham@ncdcr.gov](mailto:raye.oldham@ncdcr.gov).

Sincerely,



Ms. Raye Oldham

Enclosure