State Library of North Carolina – Library Services and Technology Act

YEAR 2 OR 3 GUIDELINES and APPLICATION
for 2017-2018 Project Grants, revised 02/02/17

Library Services and Technology Act (LSTA) grants are funds awarded to the State Library of North Carolina by the federal Institute of Museum and Library Services (IMLS). North Carolina's LSTA program information is available at <http://statelibrary.ncdcr.gov/ld/grants/lsta.html>.

Libraries that applied for and were awarded Multi-year Project Grants are invited to apply for Year 2 or 3 of their project. Grant categories have been eliminated this year, allowing libraries to focus on the LSTA goal from North Carolina's LSTA Five Year Plan that the project will address.

IMPORTANT DATES

Early September 2016	Annual Program Plan posted Program Guidelines and Application posted Letter of Intent Instructions and Application posted
November 1, 2016	Letter of Intent Applications due
December 15, 2016	Letter of Intent applicants notified
Ongoing – February 10, 2017	Submit GMS Access Form required to create User ID **Complete this step ASAP**
February 8, 2017	New Grants Management System (GMS) online application opens Click here to access the Grants Management System
February 8, 2017	GMS online help guide available
February 24, 2017	Applications due EZ Grants and Project Grants
June 8, 2017	Grant awards announced

DOCUMENT OUTLINE
Section 1, Application Instructions
Section 2, Application

Section 1, APPLICATION INSTRUCTIONS
The State Library is implementing a new online Grants Management System (GMS), developed by the NC Department of Transportation (NCDOT), for all LSTA Grant Applications.
A. **Complete this step ASAP:** Libraries interested in applying for an LSTA grant must obtain a User ID by completing a **GMS Access Form**, which is now available. Only authorized users with a User ID will be able to enter information into the LSTA portion of the Grants Management System, so this step is required. User IDs should not be shared. A separate form is required for each user and each organization is allowed up to 3 authorized users, one of which must be the library director.
B. Be familiar with and understand the General Information in Section 1; contact the State Library with any questions.
C. Prepare responses to the numbered items below and save them to copy/paste into the GMS Application Form, which will be available on February 8, 2017.
D. The LSTA Online Signature Page will be ~~automatically~~ generated by the GMS. However, if your organization requires more than 3 weeks to obtain required signatures, complete and submit this LSTA Online Signature Page then upload the signed Signature Page with your application.
E. Upload additional/supplemental information with your application, as needed.

F. All materials must be received by 2:00 PM on the due date.

1. LSTA FIVE YEAR PLAN GOAL
Select ONE goal from North Carolina's LSTA Five-Year Plan that this project supports. Note, depending on the goal selected, responses to additional questions may be required. See Section 3 for ADDITIONAL QUESTIONS.
Goal #1, Partnerships and Collaboration.
Requires full application below.
Goal #2, Continuing Education.
Requires full application below.
Goal #3, Literacy and Lifelong Learning.
Requires full application below.
Goal #4, Access, Digitization, and Preservation.
Requires full application below.
Digitization Projects require full application below plus D1 – D2.

2. TYPE OF GRANT
Select **Special Project Grant** in Application Type field.

3. INTENDED OUTCOME
Select ONE Intended Outcome from the list provided below that best represents the purpose of your project and provide 1-2 sentences that explain why you selected that Intended Outcome for your project.
Civic engagement
Improve users' ability to participate in their community.
Economic & employment development
Improve users' ability to use resources and apply information for employment support.
Improve users' ability to use and apply business resources.
Human services
Improve users' ability to apply information that furthers their personal, family or household finances.
Improve users' ability to apply information that furthers their personal or family health & wellness.
Improve users' ability to apply information that furthers their parenting and family skills.
Information access
Improve users' ability to discover information.
Improve users' ability to obtain and/or use information resources.
Institutional capacity
Improve the library workforce.
Improve library's physical and technology infrastructure.
Improve library operations.
Lifelong learning
Improve users' formal education.
Improve users' general knowledge and skills.

4. PROJECT DESCRIPTION (Use a – f to identify the response to each question.)
a. Provide a brief overview (1-2 paragraphs) of your entire project that is clear and succinct.
b. Is the project on target, delayed or ahead of schedule? Provide a bulleted list of accomplishments completed to date and those expected to be completed by June 30, 2017.
c. Describe any challenges that have occurred to date and how they were resolved; include their impact on your planning for the remainder of the project.
d. Describe any changes or adjustments made to the project's original premise. What has been learned in this year that will impact or change remaining years of the project?
e. Describe the library's plans to sustain the service or program after the funding period has ended.
f. New project partners, if applicable: provide the organization name for any new partners, describe their contribution to the project, and explain their roles and responsibilities in the project.

5. **PREPARATION** – enter N/A

6. **PROJECT TIMELINE for this year of the project**
Complete the ~~Insert a~~ table to show the timeline of project activities with the expected completion dates and who is responsible for ensuring the activity occurs. More rows may be added, as needed. The timeline should have at least one entry for each month of the funding period and should be prepared in consultation with any partner(s). Include details such as planning meetings, training, testing, significant project targets and milestones, outreach activities to the potential audience(s), and evaluation activities. Be sure to allow for the local institutional approval process and grant program deadlines.

Upload ~~Provide~~ a separate table as an attachment for each remaining year of the project.

7. **EVALUATION** (a. and b. must be entered separately)
How will you document and measure the success of this project in meeting the needs identified in the original application and the intended outcome in #3? Describe the methods that will be used to gather information and determine whether or not the library has achieved the project goals.
a. Before and after data is important to accurately measure and report effectiveness. How will you document the "outputs", or countable products, of the grant (the number of workshops taught, the number of objects scanned, or the number of website views)?
b. How will you illustrate whether the project reached or moved toward the intended outcomes? How will you document the changes brought about, in part, as a result of the project in the target audience's behavior, attitudes, skills, knowledge, status or life condition?

8. **BUDGET for the remaining years of the project** - use the following Budget Categories (A-F) to identify and describe all LSTA and matching expenditures.
A. **Salaries/Wages/Benefits**
Include all salaries, wages, and benefits paid to staff directly contributing to the project; include position titles (but not names) and number of FTEs (full time equivalent) in description.
B. **Consultant Fees**
All expenses related to acquiring the services of a consultant for a specific activity within the project are included in this category. Costs may include fees, travel, accommodations, and support services incurred and invoiced by the consultant.
C. **Travel, library staff only**
Travel costs must be related to the project activities and must be incurred by library staff working on the project. Costs include airfare, ground transportation, accommodations, meals, etc.; include number of travelers and types of travel expenditures.
D. **Supplies/Materials**
Costs for consumable items necessary to carry out the project, such as print books, e-books, audiobooks, DVDs and/or technology or hardware such as computers, laptops, tablets, printers, e-readers, etc. with a per item cost under $5,000. Group items together by type or program, for example: Instead of listing each of these items on a separate row, group them together like this – Supplies for Learning Center (6 sets of books, seating, easel, sand table, board games, manipulatives, puzzles, rug).
E. **Equipment that exceeds $5,000 per item**
Only nonexpendable, tangible property with a per item acquisition cost over $5,000 should be listed here. Note that each of these items requires prior written approval from the State Library and will be inventoried annually for the remainder of its useful life.
F. **Services**
Activities provided by a third-party contractor or vendor; provide the name of the service, the vendor, and the cost for each vendor.
G. **Subtotal**
Total the Matching Funds and LSTA Funds columns; calculate Matching Funds by the applicable percentage to determine the minimum matching amount required.
H. **Indirect Costs** may not be charged against Matching Funds in this program.
Select ONE of the following:
- Option 1: The library chooses not to include Indirect Costs.

- Option 2: The library chooses a rate not to exceed 10% of modified total Direct Costs AND declares it is eligible for the 10% rate; supporting documentation will be required with the Grant Agreement. Indirect Costs may not be charged against Matching Funds or Cost Share in this program.
- Option 3: The library has a rate of _____ % that has been negotiated with a federal agency; supporting documentation will be required with the Grant Agreement. Indirect Costs may not be charged against Matching Funds or Cost Share in this program.

Budget Table (for this year of the project)
Use the table below to prepare your budget. List all proposed grant and matching expenditures with a brief description for each item that will help reviewers understand how the money will be spent in support of the project. Add/delete rows as needed.

Upload Provide a separate table as an attachment for each remaining year of the project.

	Budget Category – see descriptions above	Quantity of Items	Cost per Item	Matching Funds	LSTA Funds
A	**Salaries/Wages/Benefits**				
	Use separate row(s) for each staff person	1			
B	**Consultant Fees**				
	Use separate row(s) for each consultant	1			
C	**Travel, library staff only**				
	Use separate row(s) for each staff person	1			
D	**Supplies/Materials**				
	Group items together by type or program				
E	**Equipment that exceeds $5,000 per item**				
	Use separate row(s) for each different type of equipment; list multiples of the same type on one row.				
F	**Services**				
	Use separate row(s) for each service provider	1			
G	**Subtotal**				
H	**Indirect Costs (IDC): applicants must choose one, IDC may only be charged against LSTA Funds.**				
	☐ The library chooses not to include Indirect Costs. ☐ The library chooses a rate not to exceed 10% of modified total Direct Costs AND declares it is eligible for the 10% rate. ☐ The library has a rate of _____ % that has been negotiated with a federal agency.				
I	**Total LSTA Funds Requested (for this year)** Round up to nearest dollar; use this total to enter in Online Signature Page				

7. ~~**BUDGET NARRATIVE**~~ – <mark>no longer needed, provide brief description of items in budget table.</mark>
~~a.~~ ~~Provide a budget narrative for each remaining year of the project that includes a clear explanation of each grant and matching expenditure proposed, in the same order as presented in the Budget Table.~~
~~b.~~ ~~If applicable, provide equipment/hardware specifications for each equipment/hardware item and a vendor quote for equipment/hardware and software that will be purchased.~~
~~c.~~ ~~If applicable, identify and explain any additional expenses that the library will incur and pay with local funds.~~

9. MATCHING FUNDS REQUIRED <mark>are calculated against the Total LSTA Funds Requested.</mark>
Select ONE to identify the amount of matching funds required.
25%
33%
50%
<mark>N/A</mark>

10. MATCHING FUNDS / LOCAL COMMITMENT
Identify the source(s) of matching funds such as Friends group, foundation, local business, library budget, etc.

11. ABSTRACT <mark>(located at the beginning, but should be written last)</mark>
Clearly and concisely summarize the project in 90-160 words; use this same text in the LSTA Online Signature Page. Abstracts for all grant awards will be available online so write for a public audience and avoid acronyms, abbreviations, individual's names, dollar amounts, etc.

LSTA ONLINE SIGNATURE PAGE <mark>~~(click here to see a sample)~~</mark>
The Project Manager is the primary contact between the applicant library and the State Library for the life of the project. It is expected that when questions arise about expenditures, reimbursements, reporting, and anything else related to the grant, the Project Manager will be the State Library's primary point of contact.

It may take a few days or a few weeks for your organization to obtain the required signatures so be sure to plan enough time for your local situation. <mark>The LSTA Online Signature Page will be ~~automatically~~ generated by the GMS. However, if your organization requires more than 3 weeks to obtain required signatures, complete and submit this LSTA Online Signature Page.</mark> Once the Signature Page has been generated, print the PDF file, obtain the required signatures in blue ink, and upload it with the Online Application.

QUESTIONS?
Contact your liaison consultant or Raye Oldham, Federal Programs Consultant, State Library of North Carolina at 919-807-7423 or raye.oldham@ncdcr.gov.

<mark>~~**SEE SECTION 3 FOR ADDITIONAL QUESTIONS.** Depending on the goal selected or amount of funds requested, responses to additional questions may be required.~~</mark>

Section 2, APPLICATION
All applications will be submitted into a new online grants management tool that will go live in <mark>February</mark> 2017. Applicants are encouraged to begin preparing their application, following the instructions in the previous section, using MS Word or another savable format that can be copied/pasted into the online tool.

Refer to the Application Updates portion of our web page for the most current information about the timeline and any training opportunities.