



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

Michael F. Easley, Governor  
Lisbeth C. Evans, Secretary

Mary L. Boone, State Librarian

**MEMORANDUM**

**TO:** LSTA Grant Project Manager

**FROM:** Penny Hornsby, Federal Programs Consultant  
Library Development Section, State Library of North Carolina

**DATE:** August 29, 2008

**SUBJECT:** LSTA Grant, 2008-2009  
Fully Executed Grant Agreement and Other Important Information

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This memorandum includes important information about your 2008-2009 Library Services and Technology Act (LSTA) grant. Please share this memorandum with all appropriate persons in your library and in other relevant offices.

Fully Executed Grant Agreement

Enclosed is a fully executed original of the grant agreement between your library and the State Library. 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 facilitate project implementation we have previously sent you an email notification confirming that the State Library's representative had signed your agreement, and that you could proceed to make project expenditures.]

Grant Reimbursement Request Form

Grant payments are made on a reimbursement basis. There is a form to use each time you request reimbursement of grant funds. The "Grant Reimbursement / Payment Request & Matching Funds Report" (an MS Excel document with tabs for instructions, example, and reimbursement form) is available at <http://statelibrary.dcr.state.nc.us/lsta/Reim-BudgRev-Forms0809.htm>.

If applicable to your grant, you will also use this form to report matching expenditures. A completed reimbursement request form must be signed and accompanied by documentation (i.e. invoices, receipts, etc.) of project expenses. Grantees are expected to submit requests during the course of the project; do not wait until the final deadline. This ensures a more even flow of funds back to your library, and it helps the Department of Cultural Resources manage its funds allocations effectively. Send requests as soon as you have significant expenditures **or** according to these 2008-2009 postmark deadlines:

- October 15, 2008
- January 15, 2009
- April 15, 2009 (minimum of 75% of grant funds by this date)
- July 15, 2009 – final deadline to submit reimbursement requests.

**NOTE: June 30, 2009 is the date by which all project funds must be spent for 2008-2009 projects.**

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### Budget Revision Request Form

**Changes in use of project funds require prior approval from the State Library.** Budget revision requests must include a summary of the dollar changes and a justification for the requested change(s). The Budget Revision instructions and form (a spreadsheet document with several tabs) are available at the web location noted on page one of this memorandum. You may submit revision requests to me by email at [penny.hornsby@ncmail.net](mailto:penny.hornsby@ncmail.net).

### Grant Acknowledgement

We have enclosed a **sample Media Release** that we encourage you to customize for publicizing your grant. 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. The media release is also available online at <http://statelibrary.dcr.state.nc.us/lsta/LSTA-media-release0809.doc>.

### Final Report

The State Library will provide report forms for 2008-2009 projects. 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 an example at <http://statelibrary.dcr.state.nc.us/lsta/report0708.htm> (for 2007-2008 projects).

As you will see from the example above, the report includes these parts: 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, how the funds were spent;
- outputs, i.e. numerical measures;
- outcomes (if applicable to your project), 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;
- anecdotes; and
- lessons learned.

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

Be sure to record and retain all appropriate baseline data to use for comparative purposes at the end of your project. Also, plan to capture the 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.

### Project Records

Keep in your grant project file all grant-related documentation: a copy of your original application, grant information and guidelines, award letter, signed grant agreement, copies of all reimbursement requests and expenditure documentation, any approved budget revisions, and the final report. Also keep copies of any publicity or other materials generated from the project – for your records, and so that you can include copies in your final project report. The retention period requirements for the grant records are stated in your grant agreement.

Please contact me at any time if you have questions. My telephone number is 919-807-7420; fax 919-733-8748; e-mail [penny.hornsby@ncmail.net](mailto:penny.hornsby@ncmail.net). We wish you all the best as you proceed to implement your project!